

Duncan Private Hire Recruitment Process

It's important to us that Duncan's recruitment process is thorough and transparent, so that New recruits are able to meet the high performance standards we expect and share our commitments to safeguarding and diversity

We are able to continue to provide the best services and a safe environment for vulnerable adults and young people

All candidates are treated fairly and professionally

Applying for a Post

Duncan's Travel currently use the "directgov" jobs online application process as this site is found to ensure the most suitable candidates applying for roles within Duncan's Travel receive a positive experience. The application process is quick, simple and will ask you for all of the information we need

Once you have registered, you can quickly apply for positions through the directgov jobs online, and take advantage of many useful features the site has to offer

The online process will enable you to:

- Register your details on a candidate database
- Set up email alerts to hear directly from them when new opportunities arise
- Periodically choose whether you would like us to retain your information or delete it from our records
- Keep a track of how your application is progressing
- Update your details at any time
- Receive update emails at key stages of the process

All candidates are required to register and complete an online application form
If you require the application form in a different format please call 01225 790232 or e mail info@duncanprivatehire.com , quoting the vacancy reference number

Short Listing Process

The recruiting manager will view each applicant's Curriculum Vitae against the criteria that has been laid down in the online job advert and those person/s deemed suitable candidates will be invited to interview. You will be contacted by email with the outcome of the shortlisting process. Due to the nature of work employed by Duncan's, disabled candidates are unable to apply for any Driver positions.

My interview

Remember to check your email regularly, as any invitations to interview will be sent to you by email and in most instances you will be given the opportunity to accept the allotted interview time that is afforded to you. Now you need to make sure you are as prepared as possible for it - which means thinking about some of the questions you are likely to be asked in advance, and getting very clear in your mind why you are right for the job

It would assist your application a great deal if you:

- Provide all the information asked for in a concise and factual manner
- Read the vacancy details carefully and let us know how your skills and experience match what we are looking for
- Use the online facility to check your progress and respond to interview slots when invited to do so
- Reschedule or cancel your interview if you are unable to attend
- Attend the interview in a positive frame of mind
- Demonstrate that you have read the information provided about our company and about the job you are applying for

Safeguarding and Safer Recruitment

Duncan's Travel shares a commitment to safeguarding the welfare of vulnerable adults and young people. In terms of our recruitment process, this means that we need to take specific steps to minimise risk by asking specific questions at interview and conducting thorough background checks

All interviews will have a number of safeguarding questions, covering your understanding and experience of safeguarding and probing any gaps in employment history. For candidates applying to work in a client facing role, there will be additional safeguarding questions during the interview covering your motivation, attitudes and values relating to vulnerable adults and/or young people

Assessment Process

Duncan's Travel uses structured competency based interviews and you will be interviewed by a panel of two or more managers. During the interview you will be asked to provide specific examples to demonstrate your skills and you will also have the opportunity to find out more about the role its very much a two-way process

As part of the selection process, you may be required to complete additional assessments. If you have any special requirements because of a disability, please let us know in advance and we will make any reasonable adjustments to enable you to participate in the assessment process

Eligibility to work in UK and identity checks

Appointment to all positions is subject to verification of eligibility to work in the UK, as per the Asylum, Immigration and Nationality Act 2006

You are required to bring specific original documents to interview as specified by the UK Borders Agency as many of our roles require DBS Checks (formerly known as CRB). Further details on the identity checks can be found at the end of this document

References

After a job offer has been made, Duncan's Travel will approach your previous employers and places of education for references. We require references from all places of work and full-time study from the past three years. If you have been out of work, a professional reference will be used to cover gaps of six months or more. Any offer of employment will be conditional subject to receipt of satisfactory references

Direct Barring Service (DBS) Checks (formerly known as CRB)

For positions where you will be in contact with young people or vulnerable adults, any appointment is subject to an Enhanced Disclosure. Appointments to other roles where you will have access to Government property, systems or information will be subject to a DBS check

Qualification Checks

Checks will be made on professional qualifications or memberships where they are specified as essential in the person specification. Please bring with you to interview any relevant certificates or membership cards and a photocopy of them

Information for Recruitment Agencies

We do not accept speculative applications or calls from recruitment agencies and do not share candidate details

IDENTIFICATION CHECKLIST - CRB

This checklist allows Duncan’s Travel to meet our obligations under Asylum and Immigration (A&I), Baseline Personnel Security Standard (BPSS) and Criminal Records Bureau

Please complete this form and bring it to the interview together with the original documents as outlined in the table below. You must also bring a photocopy of each document for the interviewer to retain.

Name:

Date of Birth:

List 1	List 2	List 3	
Please provide ONE document from this list	Please provide ONE documents from this list	Please provide ONE document from this list	
Current Valid Passport	Drivers Licence (paper counterpart required with new Photo licence)		
Full Birth/Adoption Certificate (UK & Channel Islands)	HM Forces ID Card		
Biometric Residence Permit (UK)	Valid Firearms Licence		
	Visa/Work Permit (UK)		
	Document must be less than 3 months old		
	Utility Bill (not mobile telephone)		HMRC tax notification
	Benefits Statement e.g. Child Allowance		
	Bank/Building Society Statement (not a statement printed from the internet)		Letter from Job Centre Plus confirming entitlement to benefits
	Document must be less than 6 months old		
	Mortgage Statement		
	Document must be less than 12 months old		
	Council Tax Statement (current year only)	P45	
	Financial Statement such as: Pension Endowment ISA (document must show proof of current address)	P60	

Your documents must cover the following criteria: (please tick)

- One document showing proof of signature
- One document showing current address
- All documents are valid, original and current
- No documents are printed from the internet (as these cannot be accepted)
- A document is provided from each list

Have you changed your name? If your current surname differs from the name on the documents provided please include your original Marriage/Civil Partnership Certificate or Deed Poll Certificate as verification of this name change.

Failure to produce the correct documentation could prevent any offer of employment being made.

Declaration - to be completed by the Applicant at the interview

I give consent for Duncan's Travel or their 3rd party supplier (acting on behalf of Duncan's Travel) to use my personal data for the purpose of obtaining references and a Criminal records Bureau (CRB) disclosure which is in line with current HMG Baseline Security. I understand that references will be obtained from all employers/self employment/education establishments/benefit offices in the last 3 years.

Please sign in the presence of the Duncan's Travel Interviewer.

Signed: Date:
Print Name:

Declaration - to be completed by the Interviewer

I confirm that I have seen all the original documents as outlined on this form (copies are attached) and the candidate has signed the above box in my presence.

I am aware that no offer of employment will be made without the correct documentation being provided. Any false declarations may lead to disciplinary action which may result in dismissal, and in some cases criminal prosecution.

Signed: Date:
Print Name: