

Duncan Private Hire Recruitment Process

At Duncan Private Hire, we are committed to a recruitment process that is clear, thorough, and fair. Our goal is to ensure:

- All candidates meet the high-performance standards expected at Duncan Private Hire.
- Recruits share our commitment to safeguarding, equality, and inclusion.
- We continue to deliver exceptional service and ensure a safe environment for children, young people, and vulnerable adults.
- Every applicant is treated with professionalism and respect throughout the recruitment journey.

Applying for a Role

We currently advertise and manage our vacancies through the **GOV.UK 'Find a Job'** service. This streamlined online platform offers a fast and user-friendly application process that ensures the best candidates have a positive experience from the outset.

By registering online, you can:

- Create a personal candidate profile.
- Set up tailored email alerts for future opportunities.
- Monitor your application progress in real-time.
- Update your profile and information at any time.
- Choose whether we retain or remove your details from our records.
- Receive timely updates at each stage of the process.

All candidates must complete and submit an online application form via the portal.

If you require an alternative format (e.g., large print or paper-based application), please contact us on **01225 790232** or email **info@duncanprivatehire.com**, quoting the vacancy reference number.

Shortlisting

Each application is carefully reviewed by our recruitment manager, who assesses candidates against the criteria outlined in the job advert.

Applicants who meet the requirements will be invited to an interview. All shortlisting decisions are communicated via email.

Please Note: Due to the nature of the role, we are unable to consider applicants with disabilities for driving positions, in compliance with legal and operational obligations.

Interview Preparation

Invitations to interview are sent via email. You'll usually be able to accept your allocated time directly through the online system.

To prepare for your interview:

- Ensure you provide accurate, complete, and concise information.
- Carefully review the job details and reflect on how your skills align.
- Be ready to answer common and role-specific questions.
- Demonstrate a positive attitude and clear motivation for joining Duncan Private Hire.
- Research our company values and understand the nature of the position.
- Use the online portal to confirm, reschedule, or cancel your interview if needed.

Commitment to Safeguarding

Duncan Private Hire is dedicated to safeguarding children, young people, and vulnerable adults. As such, our recruitment process includes:

- Safeguarding-related interview questions for all applicants.
- Enhanced questioning for roles with direct client contact.
- Thorough checks on employment gaps and previous experience.

Interview and Assessment

We conduct structured, competency-based interviews led by a panel of two or more managers. During your interview, you'll be asked to give examples that demonstrate your skills and experience. You'll also have the opportunity to ask questions and learn more about the role.

Additional assessments may be required as part of the selection process. If you have a disability and require adjustments, please let us know in advance. We are committed to making reasonable accommodations.

Right to Work and ID Verification

All offers of employment are subject to verifying your eligibility to work in the UK, as required by the Asylum and Immigration Act 2006.

You must bring original documents to your interview (no digital copies), as specified by the UK Home Office. These are necessary for both identity verification and, where applicable, DBS checks.

References

Once a conditional job offer is made, we will request references from:

- All employers or educational institutions over the past three years.
- A professional referee to cover any gaps in employment of six months or more.

Please note that employment is conditional upon receipt of satisfactory references.

DBS (Disclosure & Barring Service) Checks

For roles involving contact with children, young people, or vulnerable adults, candidates must complete an Enhanced DBS Check.

Other positions, particularly those involving access to secure sites or systems, may require a Standard DBS Check.

Qualifications Verification

If professional qualifications or memberships are required for the role, you will be asked to provide original certificates and membership documents at the interview. Please bring photocopies along with the originals.

Recruitment Agencies

Duncan Private Hire does not accept speculative CVs or unsolicited contact from recruitment agencies. Candidate information is not shared.

Identification Checklist – DBS & Right to Work

To complete your application, you must bring original documents and one photocopy of each from the categories below to your interview:

List 1 – One of the following:

- Valid Passport
- Biometric Residence Permit (UK)
- Full UK Birth/Adoption Certificate

List 2 – One of the following:

- Driving Licence (photo card and counterpart if applicable)
- HM Forces ID Card
- Valid UK Visa/Work Permit
- Firearms Licence

List 3 – One of the following (must show proof of address):

(Dated within the last 3 months):

- Utility Bill (excluding mobile phones)
- HMRC tax notification
- Child Benefit/Other Benefits Statement
- Job Centre Plus confirmation
- Bank/Building Society Statement (original, not printed online)

(Dated within the last 6–12 months):

- Mortgage Statement
- Council Tax Bill (current year)
- Financial Statement (e.g., pension, endowment, ISA)
- P45 / P60

Document Criteria Checklist

- ✓ One document shows your signature
- ✓ One document confirms your current address
- ✓ All documents are valid, original, and current
- ✓ No documents are internet printouts
- ✓ One document is provided from each list

If your current name differs from your identification documents, you must provide supporting evidence (e.g., Marriage Certificate, Deed Poll).

Failure to provide valid documentation may delay or prevent any offer of employment.

Declarations

Candidate Declaration (to be signed at interview)

I consent to Duncan Private Hire and its authorised third-party providers using my personal information to obtain references and complete a DBS check in line with current government security guidelines. I understand that references will be requested from all employers, education providers, or benefit offices within the last three years.

Signature: _____ **Date:** _____

Print Name: _____

Interviewer Declaration

I confirm I have seen and verified the original documents listed above and retained photocopies. The candidate signed the declaration in my presence. I understand no offer of employment can be made without the correct documentation and that any false declarations may result in disciplinary action or prosecution.

Signature: _____ **Date:** _____

Print Name: _____