



<b>Policy Name</b>	Recruitment & Selection
<b>Policy Category</b>	Staffing
<b>Policy Number</b>	S09
<b>Date to Management Committee</b>	April 2024 – updated August 2024
<b>Previous Review</b>	August 2021
<b>Next Review Date</b>	April 2027 (or as required)
<b>Links to other Policies</b>	S01 Conditions of Service, G20 Disclosure Policy
<b>Consultation</b>	Staff, Committee

*This document will be made available in different languages and formats on request, including Braille and audio formats.*

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## **1. Policy Aims and Objectives**

The Association as an employer aims to identify and employ the most suitable candidate for any vacant post and recognise that in order to operate effectively the Association has to have the right people in the right place at the right time. The Association will endeavour to attract and retain the most suitably skilled and versatile people.

To attract the right candidate the Association will give due attention to examining the gap in the workforce the vacancy has created and thereafter properly defining the role and the qualities candidates will be expected to possess. Job Descriptions and Person Specifications will be used to ensure the Association attracts the right candidate and drive the whole recruitment and selection operation. Any vacancy will be filled by the candidate who best meets the requirements these documents set out and any testing or other methods of analysis will be similarly based around them.

The Association as employer aims to provide Equal Opportunities and access to all sectors of the community as a Policy Objective.

## **2. Risk Assessment**

Through adherence to the requirements of this policy document the risk of claims against the Association for unfair treatment of job applicants, or of intervention by the Regulator will be eliminated.

## **3. Equal Opportunities**

Equal Opportunities are aimed at removing barriers to access and opportunity, with positive results for individuals and Knowes. Equal Opportunities refer to equality in recruitment, promotion, training or transfer and terms and conditions of employment. In seeking suitable candidates for new or vacant posts, Knowes HA will not discriminate on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation nor any factor irrelevant to the ability to do the job.

It is Knowes HA's goal that all recruitment decisions will be based completely on the merits and abilities of candidates alone and no other criteria will be used. In order to achieve this, equality and diversity practices will be integrated into every stage of the recruitment and selection process.

A fair recruitment process will remove barriers where possible to the employment of people from different backgrounds. This will enable the organisation in recruiting from the widest pool of talent, potentially raising the standard of their intake and therefore increasing the opportunity of a more diverse workforce which reflects the community it is serving. A more diverse workforce should improve the organisation's service delivery, as it will

include staff with more knowledge and experience about meeting the needs and aspirations of service users and potential service users.

To highlight Knowes HA's commitment to promoting equality and diversity from the beginning of the employment relationship, all vacancies which are advertised will be aimed at as wide a group as possible and any advertisement for a vacancy within Knowes will state that an equality and diversity policy is in place. In addition, the advert will also display any signs of equality bodies that Knowes is affiliated with. The information contained in the advert and all vacancy literature will be clear and accurate to attract the most appropriate candidates from all groups across society, to allow them to decide their own suitability for the vacancy and whether they wish to proceed with applying. For those that wish to apply, Knowes will ensure that all applications will have clear instructions for completion and application forms will be free from personal questions that are not relevant to the vacancy and that may lead to discrimination.

Knowes HA will ensure that all staff involved at any stage in the recruitment and selection process will receive equality and diversity awareness training. This will ensure that those involved in the recruitment process will not discriminate either knowingly or unknowingly by asking any questions which may lead to discrimination.

#### **4. Recruitment Procedure**

##### **4.1. Review the Vacancy**

The Director in conjunction with the Employment sub-committee and appropriate manager will consider the following in connection with the vacancy, where required in the Employment Sub-Committee remit this will be referred to the Committee for approval:

- Does it have to be filled?
- What would be the adverse consequences of not filling it?
- Can the work be redistributed amongst existing staff?
- How is the work currently being done?
- How does the job fit in?
- How does it interact with other work being carried out within the organisation?
- Speak to outgoing post holder, peers, colleagues and customers
- Should the post be subject to Disclosure Scotland checks.

Where we are recruiting for an existing post with no change in Grade required then the CEO together with the Senior Management Team will consider the following:-

- What would be the adverse consequences of not filling it?
- Can the work be redistributed amongst existing staff?
- How is the work currently being done?
- How does the job fit in?
- How does it interact with other work being carried out within the organisation?

Where the Senior Management team are in agreement that this post requires to be filled then the CEO will have the delegated authority to recruit for all posts of EVH Grade 7 and below where the Association is looking to fill the post with no change in Grade or Staff Structure. The CEO will report on the recruitment and filling of the post to the Management Committee as part of the normal cycle of Committee Meetings.

Where the Management Team judge that a change of Grade is required for the post then approval will be sought prior to recruitment from the Employment Sub Committee.

Where the post becoming vacant is Grade 8 or above, that is, a Senior Officer or Management Post, then approval will be sought from the Employment Sub Committee prior to recruitment.

Where the post is in addition to the current structure then approval will be sought from the full Committee prior to recruitment.

Where the post is the Chief Executive Officer post then approval will be sought from the full Committee prior to recruitment. The CEO or HOF resigning or retiring is a notifiable event.

**Temporary Posts which arise due to Maternity Leave or long term staff sickness:-**

Where the post is Grade 7 or below and is on a temporary basis to fill a staff absence due to sickness or maternity leave, the CEO will have delegated authority to fill this temporary post. The effect on additional budgetary spend required will be reported to the Management and Finance subcommittees as part of the normal cycle of meetings. Where the post is Grade 8 or above then Employment subcommittee prior approval will be required. Where the post is vacant due to the CEO being ill or indisposed then this is a notifiable event and a report should be prepared by the Chairperson for the main committee to consider options available. Whether a post is filled when a staff member is absent will depend on the length of that absence and whether existing members of staff will be able to cover for that staff member. As a general rule of thumb where we know a staff member is likely to be absent for a month or more then we will look to employ a temporary member of staff to fill that position.

## **4.2. Job Description and Title**

Describe what the job involves and contains:

- Purpose of the job
- Role of the Team
- Principal Responsibilities
- Who the postholder reports to
- Relationship / Position within the organisation
- Standards of performance expected
- Main tasks of job

## **4.3. Person Specification**

- Aims to describe the ideal person to fill the job
- Is a profile of the personal skills, aptitude, experience/knowledge and standards the selection panel will look for
- Expresses criteria clearly so that panel members and the applicants have the same understanding of what these are and what type of person is therefore being sought
- Identify competencies required for the job

This will describe the essential and desirable attributes required for the post as follows:

- Skills and abilities
- Competencies
- Experience
- Training/qualifications
- Other requirements

The person specification will be used in the job advertisement, short listing exercise, the selection interview, the decision to appoint and future training needs.

The essential and desirable requirements will be measurable and will not be discriminatory.

## **4.4. Permanent Recruitment**

As a general rule vacant permanent posts will be formally and widely advertised internally and simultaneously externally in the most appropriate media selected from, National/Local press, “specialised” press or newsletters circulated amongst similar organisations, e.g. EVH, SFHA, Inside Housing, Social Housing, Job Centres and in Community venues which include minority groups ensuring that it reaches as many

disadvantaged groups and individuals of both sexes as possible. Appropriate wording will be used to ensure that people from discriminated groups, for example ethnic minority groups or people with disabilities, are actively encouraged to apply.

The advertisement will include a closing date, and where possible a date for interviews. The advert will also state that C.V.'s **are not** acceptable. Other information such as our commitment to Diversity and Equal Opportunities, IIP will also be included.

Applicants will be given clear, concise, and accurate information about posts through advertisements, job descriptions, person specification and interview to enable them to assess their own suitability.

*In certain circumstances, internal-first advertising, or recruitment without advertising, may be the most appropriate approach, for example where redundancies are taking place, or when an organisational review is being carried out following the resignation of a member of staff, or where the committee is of the opinion that to do so would be in the best interests of the Association.*

### The Application Pack

Candidates will be issued with an Application Pack, which will include:

- Covering letter
- Job Description and Person Specification
- Guidance notes for applicants (see Appendix 1)
- Application Form (see Appendix 2)
- Diversity and Equal Opportunities Monitoring Form (see Appendix 3)
- Privacy Policy
- Disclosure Scotland - Basic
- Statement of key terms and conditions of employment

Recruitment literature will not imply there is a preference for one group of applicants (e.g. language, photographs) unless there is a “genuine occupation qualification” which limits a post to a particular type of person in which case this must be stated under Section 5 of the Race Relations Act 1976.

The front 3 pages, and the Diversity and Equal Opportunities information will be detached prior to the forms being given to the interview panel for short listing. The forms will be numbered on receipt in order that they can be matched up again later. The Diversity and Equal Opportunities form however should not be numbered.

Records of number of applicants applying and number returning application form will be reported to Employment Sub Committee along with equal opportunity monitoring report.

## 4.5. Shortlisting

Criteria for shortlisting will be laid down in guidance for members of the selection and interview panel.

The job description and personal specification will be used to allow the panel to shortlist suitable candidates.

Each member of the interview panel will receive the applications, job description and personal specification.

The selection panel will select from the person specification, those essential criteria, which can be assessed against the information contained within the application form. If a higher number of applicants meet the essential requirements than are required for the short list, then the “desirable” criteria can be used.

Applicants will not be short listed on grounds of age, travelling distance, family commitments or any other preconception.

For all senior management posts a selection and interview panel of 3 or 4 will comprise of one or two committee members, director and one other member of staff. This panel will have full delegated responsibility to appoint an appropriate candidate.

For all posts Grade 8 and below at least two members of staff (preferably 3), normally Director and head of department, will select and interview. They will have full delegated responsibility to appoint an appropriate candidate.

Any member of the panel who is related to or acquainted with an applicant must declare an interest. Should such an applicant be short-listed for interview, the panel member should thereafter withdraw from the selection group.

Where a close relationship exists between an applicant for the post and any member of staff currently employed by Knowes HA or employed within the past 12 months, the Employment subcommittee will be informed before the shortlisting of the applicants and before the decision to interview is made. Where it is considered appropriate then a member of the Employment subcommittee may elect to sit in on the shortlisting and the interview panel to provide assurances to the Committee and the Association’s customers that the interview panel are acting objectively in the selection and interviewing process.

At least one panel member must possess skills or experience most closely related to the post for which candidates are to be short listed and interviewed. Panel members who short list will also participate as interviewers to ensure consistency in recruitment.



Essential criteria will be applied in the first instance to shortlist candidates. Candidates who do not match all the essential criteria will not be called to interview. Candidates who do not possess all the desirable criteria may still be called to interview. However, desirable criteria will be applied, secondly, in a large response, to reduce fairly the number of candidates called for interview.

Each panel member must complete a short-listing assessment form appropriately for each applicant. If a panel member recognises a candidate's details, who is known to the panel member, they should declare this interest and exclude themselves potentially from the panel if the person is to be shortlisted.

Candidates invited to interview, and unsuccessful candidates will be informed simultaneously of the result of their applications. Unsuccessful candidates may be offered the opportunity for feedback on their applications.

#### **4.6. Temporary Recruitment**

Short-term appointments of less than a year e.g. maternity leave cover, may be advertised internally and filled by internal transfers, where appropriate to do so, or by candidates engaged from suitable employment agencies. Temporary posts in excess of a year should be advertised internally and externally simultaneously.

For very short term posts of a few weeks internal advertising will not normally take place but rather suitable employment agencies will be approached to provide a candidate.

#### **4.7. Interviewing**

The recruitment process will involve the techniques appropriate to the post under consideration. This may include presentations, tests and formal interviews.

Candidates' performance at the interview will be formally measured and recorded.

In order to ensure consistency in interviewing all questions asked of candidates will relate to the qualities defined in the personnel specification.

Similar questions and the same range of topics will be covered for each candidate.

Each interview will last a similar length of time.

External candidates will not meet any member of the panel before an interview, unless all are doing so on the same footing so that all can be assessed objectively on the same criteria.

Where it is necessary to assess whether personal circumstances will affect performance of the job (e.g. where it involves unsociable hours or extensive travel) this should be discussed objectively avoiding assumptions about marital status, children and domestic obligation. Information necessary for personnel records can be collected after a job offer has been made.

If the applicant's capacity to do the job is in doubt because of disability or health problems, the opinion of medical and other relevant professions with experience of the care and treatment of the particular problem will be sought, with the prior consent of the applicant.

Panel members must complete interview assessment documentation, appropriately, based on evidence for each candidate. Knowes policy on Equal Opportunities will apply to all matters of recruitment and selection.

Where candidates are judged to be equal, they may be called back for a second interview. Panel members must state and document justifiable reasons for the rejection of each unsuccessful interviewee.

#### **4.8. Making the Selection**

The interview panel will compare the applicants only with the requirements detailed in the person specification, and not with each other. The decision to select will be based on all the factual information available, using the interview assessment form and overall assessment form.

The successful candidate will be the one who has met all the essential criteria on the person specification. If more than one person has met the person specification, then the desirable criteria should be considered.

The successful applicant will be required to complete a Disclosure Scotland Basic application.

If necessary second interviews may be arranged.

#### **4.9. References**

Written references and confirmation of qualifications may be sought prior to interview where the candidate has confirmed on their application that they are happy for us to do so. Otherwise, written references and

confirmation of qualifications will be sought before final confirmation of any position being offered to a successful candidate.

Referees will be provided with a copy of the job description and Person Specification.

#### **4.10. The Appointment**

The Director / Chair / Advisor will phone the successful candidate where possible to offer the job subject to satisfactory references and disclosure check where appropriate and proof of qualifications and eligibility to work in the UK.

The Director / Chair should then issue a written offer and request written confirmation. (For example of copy letter see Appendix 4) The offer letter and contract are sent in duplicate, and the candidate is asked to sign and return one copy.

Unsuccessful interviewees will then be informed, with exception of second choice in case offer is not accepted.

Application forms should be stored confidentially for 4 months.

#### **4.11. Induction**

Induction will be carried out over a period of time with the Health & Safety Induction (see Appendix 6) completed within the first week.

The Director will decide the appropriate member of staff to carry out Induction or specific sections of the induction.

The completed Induction should be passed to the Corporate Services / Compliance Officer for filing in the staff member's file in the HR Manager software.

### **5. Monitoring**

On completion of the recruitment and selection procedure, monitoring reports will be completed by the Corporate Services / Compliance Officer and a report presented to the Employment Sub Committee. (see Appendix 7)

### **6. Failure to Recruit**

Should the full recruitment and selection procedure fail to recruit a suitable candidate, reasons for this should be identified and considered, appropriate

alterations made and recruitment should be rerun where appropriate to do so.

## **7. Probationary Periods**

The first 3 months for employment will be classed as a probationary period. This provision will provide the following benefits:

- a) To provide the organisation with an opportunity to assess performance and future potential before deciding on confirmation of appointment.
- b) To help identify training and development needs and provide appropriate development activities.
- c) To assist in developing a career for the employee which is both personally satisfying and consistent with the organisations goals and needs.

After the employee has completed their probationary period, the Chief Executive Officer will write to them to confirm their appointment (see Appendix 8).

If the employee decides to terminate their own employment during the probationary period they must give the Chief Executive Officer one weeks' notice. After the probationary period has ended, four weeks' notice is required as stated in the EVH terms and conditions.

The Manager will carry out a formal personal review at 3 months.

## **8. Exit Interviews**

All staff who have resigned their position with the Association will have an Exit Interview with the director. Once the interview has been completed the form should be passed to the Corporate Services / Compliance Officer for saving into the former staff members HR file on HR Manager (see Appendix 9).

## **Appendix 1**

### **Guidance Notes for Applicants on Filling in the Application Form**

**Please read these notes carefully – they are to help you make the best of your application**

1. The form should be typed or completed in black ink or black ballpoint pen for photocopying purposes.
2. Please do not send in your Curriculum Vitae.
3. One of your references should be your present or most recent employer. If you have not been employed or been out of employment for a long time, you may wish to give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job.

Please note that referees will be contacted prior to interview unless candidates indicate otherwise on the appropriate part of the Application Form.

4. The enclosed Person Specification lists the minimum essential requirements for this post. When short listing for interview, the selection panel will only consider the information contained in your application form and assess this against the Person Specification.
5. It is not the responsibility of the Selection Panel to make assumptions about the nature of the work that you have done from a list of job titles. It is therefore important that you use the space provided to detail your experience and skills. Neither is it enough for you just to state that you meet the requirements; you must demonstrate this to the panel. Work, voluntary or paid, is not the only means of showing that you meet the requirements of the post. Life experience and skills are just as valid, so long as you are able to demonstrate this.
6. If you are short listed for interview, the Selection Panel will wish to discuss the areas covered in the Person Specification in more detail. In particular, the Panel will assess your commitment to and understanding of Diversity & Equal Opportunities.
7. If you are related to any members of staff, committee members, consultants, contractors or suppliers to the Association – this should be clearly shown on the relevant part of the form. This will not be detrimental necessarily to your application.
8. If you are called for interview you will be required to complete a confidential Criminal Conviction Declaration Form.

9. A Disclosure Scotland check will be conducted for the successful candidate.



**IN CONFIDENCE**

**PLEASE COMPLETE ALL SECTIONS**  
**CV's will not be accepted as substitutes for incomplete information.**

The information that you supply in this application form will enable the interview panel to decide whether to invite you to an interview. Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration.

The information provided within your application form will be processed in accordance with the Data Protection Act 1998 and GDPR Regulations 2018

**Post Applied For: (Insert Job Title)**  
**Closing date for receipt of applications is: (Insert Time and Date)**  
**Applications received after this time will NOT be considered**

**Personal Information**

Title:	Surname:	First Name:
Address for Correspondence:		
Postcode:		
Private Telephone Number:	Mobile Number:	
E-mail Address:		
Your Daytime Telephone Number (on which a message may be left):		

### Committee Members

Are you related to a member of our Management Committee

YES  NO

**Please Note:** If you are related to a member of our Committee or someone who has been a member of our Management Committee in the past year, we are unable to progress your application as it is against the Entitlements, Benefits and Payments Policy and Rules to employ someone who is related to a Committee Member or has been a member of our Management Committee in the past year.

### Relationship to Staff Members

If you are related to any employee of Knowes Housing Association or anyone who has been employed as a staff member or has been engaged as a supplier, consultant or contractor in the last 12 months, please provide details:

### Assistance for people with disabilities

We are committed to being an Equal Opportunities Employer and do not discriminate in any way.

If you consider yourself to have a disability, are there any arrangements that we can make to assist/adapt, for you, if you are called to interview or if successfully employed? Please give details below.

### Referees

Please give details of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer. Knowes Housing Association does not accept references from family members.

**Referees will not be approached prior to a conditional offer being accepted.**

Name:

Job title:

Company:

Address:

Postcode:

Email:

Tel No:

Name:

Job title:

Company:

Address:

Postcode:

Email:

Tel No:



<b>May we contact this referee prior to interview</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>May we contact this referee prior to interview</b> YES <input type="checkbox"/> NO <input type="checkbox"/>
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**Asylum & Immigration Act 2006**

The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document [or combination of documents] indicated by the Act.

Do you currently have the right to work and live in the UK? **YES/NO** (please delete as appropriate)

**Declaration**

I have read this application form fully and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Office use only:

Post Applied For: \_\_\_\_\_

**Secondary Education (please list subjects passed)**

Standard/'O'Grade or equivalent	Grade	Higher Grade or Equivalent	Grade

**Further Education**

University or Further Education Establishment	Course(s) & Subjects Studied	Degrees, Diplomas, Certificates Obtained

**Professional Qualifications**

Name of Awarding Body	Qualifications Obtained, Membership of Professional Institution etc

**Training Courses**

*(Please give details of any relevant short courses or training undertaken)*

Course(s) Undertaken	Provider(s)

**Driving Licence**

Do you possess a full current driving licence? **YES/NO** (please delete as appropriate)

Do you have access to a car for work purposes? **YES/NO** (please delete as appropriate)

Are you insured for Business purposes? **YES/NO** (please delete as appropriate)

**Present or Most Recent Employment**

Name & Address of Employer	Date From:		Date To:	
	Position Held:			
	Salary and other benefits/payments			
	Notice Required:			
	Reason for Leaving:			
Nature of Post (please describe your main duties):				

Please continue on a separate sheet if necessary

**Previous Employment History (In order of most recent first) (Please include all employment since leaving school or further education)**

Dates – From: To::	
Employer name & address	
Position held	
Main duties	
Reason for leaving	
Dates – From: To:	
Employer name & address	
Position held	
Main duties	
Reason for leaving	
Date – From: To:	
Employer name & address	
Position held	
Main duties	
Reason for leaving	

*Please continue on a separate sheet if necessary.*

***Additional Information***

**Please outline your relevant skills and experience for the post you are applying. Please ensure you reference your skills and experience to the job description and person specification. Please continue on a separate sheet(s) as required:**



### **Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a 'rehabilitation period'. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are 'spent' under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made.

### **Canvassing**

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal.

### **Confirmation of Qualifications**

If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

### **Advertisement Source**

Where did you see this post advertised? \_\_\_\_\_

**Completed forms should be returned by e-mail to: [\(Insert Name\)@knowes.org](mailto:(Insert Name)@knowes.org)**

You should receive an acknowledgement of receipt of your application within 72 hours of sending your application to Knowes HA. **If you do not receive an acknowledgement please telephone [\(Insert Name\)](tel:(Insert Name)) on 01389 877752, Option 5.**

**Please note: the closing date/time for receipt of applications is (Insert Time and Date). Applications received after this time and date WILL NOT be considered.**





## Equality, Diversity, and Inclusion Monitoring Form

### Information for those completing the form

#### Why are we asking for equality information?

We collect equality information to help us to plan and deliver effective services and to meet our legal and regulatory obligations.

#### What do we do with equality information?

We use equality information for a range of purposes, including to help us to:

- protect and promote your rights and interests;
- promote equality objectives across our services;
- identify and address our customers' needs, and improve our services; and
- identify and eliminate any form of discrimination.

#### Do you need to answer every question?

By answering as many questions as possible you will help us meet your needs better, but we provide options throughout this form to allow you to provide only the information you want to give us. You can complete some questions and not others or you can complete parts of questions. The form has space for you to tell us more about your needs if you want.

We may ask for some information in other forms where this is required by law. For example, where we need to know your age if you are applying for a home as only those over 16 years old can be registered on our housing list.

#### How do we process your equality information?

We process equality information strictly in line with data protection law, including by:

- processing your equality data confidentially;
- restricting access only to relevant staff members;
- retaining equality information only as long as necessary;
- sharing data only as lawfully permitted; and
- destroying data securely.

#### Who do we gather equality information about?

We gather equality information from:

- people who apply for a home;
- tenants;
- people who apply for a job with us;
- our employees;
- board and committee members; and
- elected members (in case of local authorities)

**Other formats:** We can provide this document in alternative formats and languages if required and more information to help you to complete the form is available [info@knowes.org](mailto:info@knowes.org)

## Age

**Alternative format:**

Please tick the band for your age:	16–24	<input type="checkbox"/>	25–34	<input type="checkbox"/>
	35–44	<input type="checkbox"/>	45–54	<input type="checkbox"/>
	55–65	<input type="checkbox"/>	65+	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>			

## Belief or religion

Please tick the box which best describes your belief or religion from the list below?

Buddhism:	<input type="checkbox"/>
Christianity	<input type="checkbox"/>
Catholic:	<input type="checkbox"/>
Protestant:	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Hinduism:	<input type="checkbox"/>
Islam:	<input type="checkbox"/>
Judaism:	<input type="checkbox"/>
Sikhism:	<input type="checkbox"/>
Other religion (please state what this is):	<input type="checkbox"/>
No specific belief in religion (for example, atheism or agnosticism):	<input type="checkbox"/>
Other belief (for example, humanism):	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

## Disability

Are you a disabled person?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please tick the box which category you would use from the following list:

Autoimmune: (for example, multiple sclerosis, HIV, Crohn's/ulcerative colitis)	<input type="checkbox"/>
Learning difficulties: (for example, Down's Syndrome)	<input type="checkbox"/>
Mental health issue: (for example, depression, bi-polar)	<input type="checkbox"/>
Neuro-divergent condition: (for example, autistic spectrum, Dyslexia, dyspraxia)	<input type="checkbox"/>
Physical impairment: (for example, wheelchair-user, cerebral palsy)	<input type="checkbox"/>
Sensory impairment – hearing impairment	<input type="checkbox"/>
Sensory impairment – visual impairment	<input type="checkbox"/>
Other: If none of the categories above apply to you, please specify the nature of your impairment.	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

## Ethnicity

Please tick the box that best describes your particular ethnic group:

### African

African, African Scottish or African British:	<input type="checkbox"/>
Other African background (please specify):	<input type="checkbox"/>

### Asian, Scottish Asian or British

Bangladeshi, Bangladeshi Scottish or Bangladeshi British:	<input type="checkbox"/>
Indian, Indian Scottish or Indian British:	<input type="checkbox"/>
Pakistani, Pakistani Scottish or Pakistani British:	<input type="checkbox"/>
Chinese, Chinese Scottish or Chinese British:	<input type="checkbox"/>
Other Asian background (please specify):	<input type="checkbox"/>

## Black or Caribbean

Caribbean, Caribbean Scottish or Caribbean British	
Black, Black Scottish or Black British	
Other Caribbean or Black background (please specify)	

## Mixed groups

Mixed or multiple ethnic group (please specify)	
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## White

English	
Gypsy Traveller	
Irish	
Polish	
Roma	
Scottish	
Welsh	
Other British	
Other group (please specify your ethnic group)	
Prefer not to say	

## Marriage and civil partnership

Are you presently in a civil partnership?	Yes		No	
Are you presently married?	Yes		No	
Prefer not to say				

## Pregnancy and maternity

Are you pregnant?	Yes		No	
Have you taken maternity or paternity leave in the past year?	Yes		No	
Prefer not to say				

## Sex

What is your sex?	Female		Male		Intersex	
Prefer not to say						

## Gender re-assignment (trans/transgender)

Do you consider yourself to be a trans person?	Yes		No	
Prefer not to say				

## Sexual orientation

### What is your sexual orientation?

Bisexual	
Gay man	
Heterosexual/straight	
Lesbian/ gay woman	
Other	
Prefer not to say	

**Example of Letter of Employment**

Date

Name

Address

**Contract of employment**

Dear

**POST OF XXXXXXXXXXXX**

Following our recent telephone conversation, I am pleased to confirm our offer of the position of **XXXXX**. This offer is conditional, in that it is subject to our receipt of satisfactory references from the person(s) identified by you as your referee(s) in your application form, proof of identification and eligibility to work in the U.K., proof of qualifications *\*and a satisfactory standard/enhanced disclosure report..* It is also conditional on you accepting the terms of this contract of employment.

**Salary**

Your salary will be **£XXXXXX** per annum. This is spinal point **XX** on Grade **X** of the EVH's salary spinal column. You will be entitled to an annual cost of living salary increase from 1 April **XXX** and an annual increment on 1 April **XXX** and each year thereafter until you reach the top of Grade **X**, which is spinal point **X**.

**Duties**

The objectives, accountability and duties of your post are detailed in the enclosed Job Description. These will be reviewed from time to time and any changes required will be consulted with your line manager.

**Terms and Conditions of Employment**

Your Terms and Conditions of Employment are as detailed in the enclosed document.

- a) These terms and conditions have been agreed in negotiations between EVH on behalf of the Organisation and the Unite Union who are recognised by Organisation for collective bargaining purposes.
- b) From time to time you will be notified of variations in your terms and conditions of employment which have been negotiated and agreed with the Unite Union. We undertake to ensure that future changes will be brought to your attention within one month of the change.
- c) The non-contractual conditions of your employment (including the policies) may also be varied by the Organisation. Such changes will be notified to you in writing at least one month before they take effect.

- d) All of these agreements are concluded by the Joint Negotiating Committee, which is the representative body for negotiation between the Organisation and the Trade Union.

### **Pension**

*\* The Association is a member of the PENSION SCHEME, and will make contributions towards your pension in accordance with the current provisions of their scheme.*

*\* The Organisation has a pension arrangement which is: **DETAIL HERE OR REFER TO ANOTHER DOCUMENT**. You are entitled to join the scheme if you wish after you have been employed with us for **ENTER THE PERIOD OF TIME**.*

### **Starting Date & Place of Employment**

The date of commencement of your employment in your new post is **XXXXXX**. For the purpose of calculating your statutory and contractual entitlements, the start of your employment is DATE.

Your place of employment will be **XXXXXXXXXX**

### **Probationary period**

*Your first **enter the period of time no longer than three months** will be classed as a probationary period. This provision has been put in your contract for the reason of providing the following benefits:*

- d) *To help identify your training and development needs and provide appropriate development activities to assist in achieving your full potential.*
- e) *To assist you in developing your career in a manner which is both personally satisfying and consistent with the organisational goals and needs.*
- f) *To provide the organisation with an opportunity to assess your performance and future potential before deciding about confirmation of your appointment.*

*During this period the required notice that you must give to the Director should you wish to terminate your own employment will be one week (and one month thereafter).*

The terms and conditions relating to disciplinary procedure are suspended during the first three months probationary period.

### **Payment of Salary**

Your salary will be paid on the DATE of each month (or on the nearest preceding working day if the DATE falls on a weekend or bank holiday). Payment will be by credit transfer to your bank or building society account.

### **Hours of Work, Excess and Overtime Hours**

- a) The normal hours of work will be NUMBER hours per week, not including lunch breaks. **DETAIL DAYS/HOURS/SHIFTS HERE**.

- b) *The Organisation operates a flexible working system, a copy of which is enclosed for your information. (if relevant)*
- c) *From time to time you may be required to work outwith and in excess of your normal working hours. You will be compensated for working any such hours by being allowed to take time off in lieu .*
- d) *In exceptional circumstances where overtime has been agreed in advance, payment for any overtime hours worked will be made in accordance with your Terms and Conditions.*

### **Annual Leave**

The annual leave year is from 1 MONTH to 31 MONTH. Your full annual leave entitlement will be 25 days. Where a full year has not been worked, a proportion of the full year's entitlement will be granted based on the number of complete months worked in the year (see section XX, page XX, in the Terms and Conditions/Employee Handbook).

### **General and Public Holidays**

You will be entitled to NUMBER General and Public holidays with pay as follows:

DETAIL THEM HERE

*These holidays have been agreed locally with staff and therefore they differ from those detailed in section A3, page 3, in the attached Terms and Conditions.*

### **Discipline and Grievance procedures**

Details of the Discipline and Grievance Procedures are given in sections XX and YY of the attached Terms and Conditions of Employment/Employee Handbook.

### **Use of Private Car on Business**

You may only be reimbursed for any mileage when using your private car on business if you have been authorised to do so and designated as an "Occasional User" by the Organisation (*see section XX of the Terms and Conditions – Travel & Subsistence: 2 Business Travel*).

If you will be using your own car for business purposes please complete and return the Business Travel Certificate enclosed with this letter.

### **\* Conflict of Interest**

*Please confirm that you have no conflict of interest as defined in Schedule 7 of the Housing Act 2001 covering "Payments and Benefits to Housing Association Staff, Committee and their Close Relatives". Information in connection with this legal requirement is enclosed. Please sign the declaration and return it with the signed copy of this letter.*

*Please confirm that you have no conflict of interest regarding the operations of INSERT ORGANISATION. Please sign the declaration and return it with the signed copy of*

*this letter. Should you have any queries regarding the issue of whether you may have a conflict of interest please contact your line manager to discuss.*

### **Staff Code of Conduct**

Two copies of our Staff Code of Conduct are enclosed. Please sign one copy and return it with the signed copy of this letter.

### **Confidentiality**

You must treat all information about the Organisation, individual applicants, *tenants, customers*, committee/board members and staff as confidential, and must not pass on such information to any third party without the permission of your manager (see section XX in the Terms and Conditions).

### **Termination of Employment**

If you wish to terminate your employment you must write to your Manager at least one calendar month before your last day of work.

### **Conclusion**

Please confirm your acceptance of this contract of employment on the aforementioned terms and conditions as outlined by signing the attached copy of this contract and returning it to myself in the stamped addressed envelope provided.

At the same time, please provide your bank details (name and address of bank, account number and sort code), and your National Insurance Number, so that we may make arrangements regarding payment of your salary.

On your first day of work, please bring your Birth Certificate with you if you have not done so previously.

Once we have received your satisfactory references and a satisfactory *disclosure report* I will write to you again.

*\* Once your probationary period of insert time period is finished I will write to you again to confirm your appointment.*

We look forward to your continuous valued contribution and wish you every success in your new role.

Yours sincerely

*\* Delete as appropriate*

On behalf of the Organisation, I **MANAGER'S NAME**, agree to be bound by the terms of this contract of employment for **EMPLOYEE'S NAME**.

Print name

Signature

Date

<<Employee's address>>

<<Address>>

<<Postcode>>

#### **ACCEPTANCE OF CONTRACT OF EMPLOYMENT**

I (***employee's name***) acknowledge receipt of the contract of employment as (***post title***) ***with Organisation***, of which this letter is a true copy, and confirm my acceptance to be bound by the terms and conditions outlined in the contract.

#### **\* BUSINESS TRAVEL CERTIFICATE**

*I certify that I have examined the insurance policy in respect of my private car registration number \_\_\_\_\_ and confirm that the car is comprehensively insured for business purposes. I undertake to renew the policy as required while the car is in my possession and similarly to ensure any subsequent vehicle, which is to be used by me for business travel.*

#### **DATA PROTECTION ACT 1998**



I understand and agree that any information about myself I have provided in the course of my application and subsequent appointment to the post of **(post title)** with XXXXXXXXXXXXXXX will only be used by the Organisation for the purposes of my employment, and will only be shared with such persons and agencies as required by law or in accordance with the Organisation's registration with the Data Protection Commissioner.

Signed

.....

Name (please print) .....

Date .....



New Employee Details and Bank Information for Payroll

Personal Details

<b>Name:</b>	
<b>Address:</b>	
<b>Home Tel No:</b>	
<b>Personal Email:</b>	
<b>National Insurance No:</b>	
<b>Date of Birth:</b>	

<b>Job Role:</b>	
<b>Salary Details:</b>	
<b>Spinal Points:</b>	
<b>Commencement Date:</b>	

Bank Details

<b>Account No:</b>	
<b>Sort Code:</b>	
<b>Name of Bank:</b>	
<b>Address of Bank:</b>	
<b>Bank Tel No.</b>	

Wish to join Pension Scheme      YES       NO

Wish to join Healthsure Scheme      YES       NO

I \_\_\_\_\_ accept the offer of employment as **Post Title** with Knowes Housing Association on Terms and Conditions outlined in Offer Letter

Date: \_\_\_\_\_



**NEW STAFF HEALTH & SAFETY INDUCTION**

<b>Staff Member</b>	
<b>Job Title</b>	
<b>Start Date</b>	
<b>Date of Induction</b>	

Health & Safety Control Manual - Location - Updates - Annual Signings	
Employee Responsibilities - Provide Signing Sheet for completion	
Fire Safety - Location of Fire Exits - Fire Alarm Points - Fire Extinguisher Locations - Alarm Test / Drill Details	
Audits & Inspections - Details of when Audits are carried out - Monthly Office Inspections and Checks	
First Aid & Accidents - Details of First Aiders - Location of First Aid Boxes - Location of Accident Book	
Risk Assessments - Location of Risk Assessments - Location of COSHH Assessments - Lone Working Policy	
Gate Operating Procedure - Show operation of Car Park gate - Show side gate	

<ul style="list-style-type: none"> <li>- Sign attached confirming been shown the operation of the gate.(Appendix 2)</li> </ul>	
<p>General H&amp;S</p> <ul style="list-style-type: none"> <li>- Manual Handling</li> <li>- Working at Height</li> <li>- PPE</li> <li>- Ladders</li> <li>- Blood/Body Fluids/Sharps</li> </ul>	

**Induction Completed by** \_\_\_\_\_

**Job Title** \_\_\_\_\_

**New Staff Member** \_\_\_\_\_

**Date** \_\_\_\_\_

Subject	Responsibilities – Employees
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- 1) While the duties of management staff have been made clear in previous sections, it is recognised that ALL employees have general duties to ensure their own safety and that of others. Indeed, the *Health & Safety at Work etc. Act 1974* (Section 7) notes the following in respect of employees’ duties:

*“It shall be the duty of every employee while at work –*  
*(a) to take reasonable care for the Health & Safety of himself and of other persons who may be affected by his acts or omissions at work; and*  
*(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.”*

The following procedures will, therefore, be adopted by all employees to ensure their duties are adequately discharged.

- 2) Employees will comply with the policies, procedures and arrangements set out in the HSCM together with any information, instruction and training provided. In addition, any risk control measures and equipment provided to ensure safe-working practices will be properly used.
- 3) Employees will report to their HOD or other member of management any identified breaches of Health & Safety procedures, any accidents or safety related incidents and any aspect, which appears to them to give rise to a significant risk to the Health & Safety of employees or other persons. Such reports will be made without undue delay.
- 4) Employees will inform their HOD or other member of management, without undue delay, where they believe that further training or other risk control measures would be beneficial. Tasks will not be carried out where the employee believes significant risk to be present.
- 5) Employees will co-operate in all safety programmes, training, risk assessments and other initiatives that are intended to reduce risk and will actively implement any control measures identified as being required.
- 6) Employees will not participate in horseplay, practical jokes or other acts, which may result in harm being caused to themselves or to other individuals.

Name	Signature	Date	Review Date



## Gate Safety Procedure

Name:

I acknowledge that I have received a manual demonstration on how to open and close the car park gates safely and I have been advised to take care when performing this task.

If I feel I need further training I will notify the Director immediately.

Signed:

Date:

**Monitoring Report – Responses to Advertisements**

Use: To assess the response to adverts from different advertising media and decide who to use in future.

Post title: E.g. Finance Manager

Total Enquires:	Total Applicants:	Total Interviewed:
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Sample Monitoring Form:

Where was the advert placed e.g. Herald e.g. Scotsman
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Total No. of Inquires
-----------------------

Total No. of Applicants
-------------------------

Total Interviewed
-------------------



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### 3 month review – Confirmation of end of Probationary Period

Insert Date

Insert Name of Employee  
Insert Address  
Insert Address  
Insert Post Code

Dear .....

**POST OF** .....

I am delighted to confirm your appointment for the above post. Your terms and conditions are as laid out in your Contract of Employment dated **Insert Date** and also as detailed in EVH Terms and Conditions.

I note that you have elected to work flexibly between the office and home between Monday to Friday and that this is acceptable to Knowes HA. If you wish to change your mode of working as per laid out in your Contract of Employment, then this request should be submitted in writing to the Chief Executive Officer.

If you wish to terminate your employment, you must provide four weeks' notice in writing to your line manager. If Knowes Housing Association requires to terminate your contract you will be given four weeks' notice in writing if you have less than 5 years continuous service. Thereafter you will be given an additional one week's notice for every complete year of service up to a maximum of 12 weeks. You may not be required to work all or part of your notice, in such cases payment in lieu of any unworked notice will be made.

Please confirm your acceptance of this confirmation of your appointment and the aforementioned terms and conditions by signing this contract and returning it to myself.

Yours sincerely

Insert Name

CEO



**ACCEPTANCE OF CONFIRMATION OF CONTRACT OF EMPLOYMENT WITH  
KNOWES HA**

I, **Insert Name**, on behalf of Knowes Housing Association Ltd confirm the organisation to be bound by the confirmation of the terms of the contract of employment for **Insert Name**.

**Print Name:**

**Signature:**

**Date:**

I, **Insert Name** agree to be bound by the terms of this contract of employment with Knowes Housing Association.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Insert Name of Employee**

**Insert Address**

**Insert Address**

**Insert Post Code**



**Exit Interview Form**

<b>Name</b>		<b>Start Date</b>	
<b>Department</b>		<b>Termination Date</b>	
<b>Current Position</b>			

<p>1. What are the reasons for you leaving your employment?</p>
<p>2. What aspects of your employment did you enjoy most?</p>
<p>3. What aspects of your employment did you enjoy least?</p>
<p>4. Have you received sufficient support and supervision to do your job?</p>
<p>5. Do you have any other comments with regards to your employment with the organisation?</p>

<p><b>6.</b> Would you recommend working for the organisation?</p>

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_