



RENFREW QUALITY  
HEALTHCARE  
*“Little things mean a lot”*

**APPLICANT CHECKLIST**

- Application form (signed & dated)
  - Disclosure Insert sheet (signed & dated) - this must be returned even if you have no charges or convictions
  - Equal Opportunities Insert sheet
- PLEASE ENSURE ALL ITEMS LISTED ABOVE ARE RETURNED**  
**•PLEASE ENSURE THAT YOU SIGN AND DATE THE APPROPRIATE PARTS**
- PLEASE CHECK THROUGH YOUR APPLICATION FORM TO ENSURE THAT ALL RELEVANT SECTIONS ARE COMPLETED AND CONTACT DETAILS ARE CORRECT**



## Candidate Information and Check List for All Candidates

Thank you for your interest in applying to Renfrew Quality Health Care.  
This Document is designed to assist you with your application of employment and should be reviewed in conjunction with all information provided in your Employment Pack.

Enclosed are copies of the following:

- Renfrew Quality Healthcare Information Leaflet
- Job Description and Personal Specification of the role
- Application Form for Employment
- Equal opportunities Monitoring Form
- Criminal Record Policy Statement

### Renfrew Quality Healthcare Information Leaflet

This Leaflet will give you an overview Renfrew Quality Healthcare Ltd's Values and expected levels of service.

### JOB DESCRIPTION

A detailed description of the post is enclosed and applicants are advised to read this carefully before completing their application form, noting on the form any personal skills which they feel are particularly relevant to the job.

### APPLICATION FORM

Use of a standard form allows us to process your application more quickly and efficiently. Please do not attach a CV.

Please ensure that your application is completed clearly in **BLACK INK** and that each part is fully completed. Please remember to **sign** and **date** your application form, as failure to do so will result in delay.

Additional sheets to supplement your application are most welcome; however, it would be you could refrain from using staples and paperclips, as this can slow down the processing. Any additional sheets should include your name, post, and post reference number.

If applying for more than one post, please show these in order of preference, stating clearly their job title(s). It would be useful if you could refrain from using staples and paper clips as this can slow down the processing of applications. Any additional sheets should include your name. Please Sign and Date each additional sheet submitted.



## Applicants with a Criminal Record Policy Statement

Renfrew Quality Healthcare is committed to provide the highest quality service to whom we support and this policy statement sets the context within which decisions will be made regarding applicants with a criminal record.

1. Renfrew Quality Healthcare is committed to equality of opportunity and to adopting practices free from unfair discrimination. As such, we will ensure that no applicant is unfairly disadvantaged on the basis of offending background.
2. Renfrew Quality Healthcare will make it clear to applicants throughout the recruitment process if Enhanced Disclosure information will be sought for that position before an appointment can be confirmed and will make this policy available to all applicants at the start of the recruitment process.
3. Having a criminal record will not automatically exclude a person from employment with Renfrew Quality Healthcare, except in cases involving serious offences against a vulnerable person.
4. Before taking the decision to employ a person with a criminal record, Renfrew Quality Healthcare will conduct a thorough assessment of the risk for that post.
5. The risk assessment will take the following factors into consideration:
  - the relevance of the conviction or other matter revealed
  - the seriousness of the offence
  - the length of time since the offence occurred
  - the circumstances which led to the offence being committed
  - whether or not the offence is part of a pattern of offending behaviour
  - efforts made to avoid re-offending
  - whether the person's circumstances have changed since the offence was committed
  - the attitude of the person towards the offence
6. Renfrew Quality Healthcare will encourage applicants to disclose criminal record and related information at the start of the recruitment process in order to take full advantage of the interview stage to explore all relevant factors.
7. We will seek criminal record information from Disclosure Scotland only when a conditional offer of employment has been made.
8. Any criminal record information not provided by an applicant who is subsequently revealed in a Disclosure, will be discussed with the person before any decision to withdraw a conditional offer of employment.
9. Information on convictions and related matters will be seen only by those in Renfrew Quality Healthcare who require knowing due to their role in the recruitment process. Anyone who does have access to such information will receive a Confidentiality Agreement to sign which ensure total confidentiality of all information received.

**Have you ever been convicted of a criminal offence or received a conditional discharger bindover or cautions**

<input type="checkbox"/>	<input type="checkbox"/>
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YES

NO



## Equal Opportunities Monitoring Form

Renfrew Quality Healthcare operates a policy of Equal Opportunities; therefore, we need to be able to check that decisions are not influenced by unfair or unlawful discrimination. To help us to do this we should be grateful if you would complete this short questionnaire. Your answers will be treated with the utmost confidence and will be used only for statistical purposes.

### What is your ethnic group?

Choose one section from A to E, and then **tick** the appropriate box to indicate your cultural background.

**A WHITE**

British

Irish

Any other white background please write here.

**B MIXED**

White and Black Caribbean

White and Black African

White and Asian

Any other white background please write here.

**C Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other white background please write here.

**D Black or Black British**

Caribbean

African

Any other white backgrounds please write here.

**E Chinese or Other Ethnic group**

Chinese

Any, other please write here.

### Sex

Female  Male

I'd rather not answer any of the above questions

### Disability

Applicants with disabilities will be invited for interview if the essential job criteria are met. Do you consider yourself to be a person with a disability as described by the Disability Discrimination Act 1995 IE do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities?

<input type="checkbox"/>	<input type="checkbox"/>
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YES

NO