

 Kingston GP Chambers Kingston Training Hub Clinical Services Practice Support Services Kingston Education Centre	Recruitment and Selection Procedures		Reviewed	Jan 2025
			Revised	n
	Adopted	October 2020	Next review	Jan 2027

Recruitment and Selection Procedures

The recruitment and selection of staff plays a fundamental role in Kingston GP Chambers' (KGPC) overall Human Resources Strategy and the fulfilment of business objectives. In keeping with this, KGPC is committed to ensuring the highest professional standards in its recruitment and selection practices, reflecting best practice in the field and a concern for the customer care of all potential applicants and candidates. In all its recruitment and selection, KGPC complies with the requirements of UK and EU legislation that applies to employment.

KGPC recognises that their staff and self-employed staff are fundamental to its success. We therefore need to be able to attract and retain staff of the highest caliber.

This policy applies to all employees and self-employed staff involved in recruitment and applies to the recruitment for new posts and replacement staff, applies for permanent, fixed term or temporary contracts and applies to both full and part time posts as well as self-employed posts across KGPC and Sunray surgery.

Aim - To set out the minimum requirements of a recruitment process that will:

- Attract and select the best possible applicants to vacancies
- Be compliant with the Equality Act 2010
- Treat all applicants fairly and clearly.
- Have open competition in its approach to recruitment.
- Recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job.
- Encourage the recruitment of staff with disabilities and will make reasonable adjustments to all stages of the recruitment process and as required in order for a successful candidate with a disability to undertake the post.
- Ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
- Provide appropriate training, development and support to those involved in recruitment and selection activities when required, in order to meet this core principle. Any member of staff involved in the selection of staff should satisfy him or herself that he/she is appropriately trained and can comply with the requirements of this policy and procedure.
- Recruitment and selection is a key public relations exercise and should enhance the reputation of the service. All candidates we be treated fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- Promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.
- Ensure that its recruitment and selection process is cost effective.
- If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

All documentation relating to applicants will be treated confidentially in accordance with GDPR 2018 legislation. Applicants will have the right to access any documentation held on them in accordance with the Data Protection Act (DPA).

Preparation Stage

- The recruitment and selection process should not commence until a full evaluation of the need for the role against the area's strategic plans and budget has been completed. When KGPC tender for work projects, the costs of hiring a staff member are carefully considered so when the work is awarded it can be delivered efficiently and within budget.
- The decision to recruit to a new post within KGPC must be discussed with the CEO providing them with all the necessary information to make an informed decision before commencing the recruitment process. Positions where an existing member of staff is leaving and a replacement is needed can also be approved by CHIEF EXECUTIVE OFFICER.
- The recruitment advert request form will need to be completed in its entirety and submitted to the KGPC recruitment team ahead of the role being publicised.
- Recruitment should form an integral part of the staffing strategy for the area and should take account of the need for any 'positive action' initiatives in process. 'Positive Action' is lawful under the Equality Act 2010 and refers to the steps that an employer can take to encourage applicants from people who share a protected characteristic (e.g. a certain gender or race) who under-represented in a particular area of the workforce, for example:
 - placing advertisements in the minority ethnic press, the women's press and any other publication which is targeted at groups which are under-represented;
 - including statements in advertisements that encourage individuals from under-represented groups to apply for the advertised position.

Job Description & Person Specification

- A job description will be produced or updated for any vacant post that is to be filled.
- The job description should accurately reflect the elements of the post.
- The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the job, all of which should be directly related to the job and applied equally to all applicants. Care should be taken when writing the person specification to ensure that criteria used do not directly or indirectly discriminate against certain groups of applicants.

Identification of recruiting panel

- A minimum of two people will be on every recruiting panel. The same two people will be involved in every step of the process, where possible. Recruitment for a clinical post will involve the most appropriate Clinical Lead from the KGPC team.
- We will ensure that all members of staff involved in the recruitment process understand the requirements of the Equality Act and with the wider principles for safe recruitment.

Advertising

- As a minimum, all positions will normally be advertised internally for a minimum of seven calendar days. This will help maximise equality of opportunity and provide staff with opportunities for career development, thus maintaining the skills and expertise of existing staff.
- Prior to applying for a role, applicants should be provided with sufficient information to make an informed decision regarding their suitability for the role.
- Staff who have been in an acting-up position that subsequently becomes vacant will have to apply for the position when it is advertised, but in such cases the position can be advertised, in exceptional circumstances on an internal only basis.
- The Service has a legal obligation to comply fully with the provisions of the Rehabilitation of Offenders Act.
- All adverts are placed by the KGPC Workforce Development Lead, except where alternative arrangements have been formally agreed in advance with a Chief Executive Officer.
- All advertising must be cost-effective using the appropriate forums to generate candidates for the role. Any specific press advertising is signed off by Chief Executive Officer (Operations).

Job application pack / recruitment materials

- Any person enquiring about the post will be supplied with a job description and an overview of the recruitment process. All roles are advertised stating that the successful candidate will need to successfully complete all required pre-employment checks

Applicants will be advised of the required format for applications as part of the job pack – this will be either a CV or a standard application form, which will be provided.

Short-listing

- All candidates will be short listed against the job specific criteria for the post.
- Applications will be welcomed from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.
- All applicants will be notified of the outcome of the short-listing stage, regardless of whether they are successful in reaching the interview stage or not.

Interview stage

For self-employed GP roles within the Enhanced Access Service, Kingston Education Centre and/or the Minor Illness Service interviews will be conducted by the appropriate KGPC Clinical Lead (see process documented in Appendix A).

For all other staff, interviews will be face to face, usually conducted by the manager of the service that the role is being recruited to, and another member of staff of appropriate seniority. One of the panel will be the elected chair for the interviews. Both will be involved in the overall decision making.

- At the interview, candidates will be questioned using the same set of criteria and same questions. The questions will be formulated from the essential criteria listed in the person specification and specific areas of work.
- Candidates will be given a score for their answers
- The interviewers will then select the most suitable person for this position based on these scores and their knowledge and understanding of the role, as well as the needs of the business.
- Each candidate will receive communication from the Workforce Development Lead stating whether they have been successful or not.
- Feedback on individual performance at interview will be provided to unsuccessful candidates by the chair of the interview panel.
- Interview notes compiled by the panel should be returned to the KGPC recruitment team, who will retain copies of the paperwork;
 - for a period of six months for unsuccessful candidates
 - for the period of employment for successful candidates

Interviews can be supplemented by other selection tools if this is considered appropriate, including:

- A presentation on a prepared topic
- IT skills tests
- In-tray tasks
- Psychometric or practical testing

Offers of Employment

All offers of employment are subject to satisfactory pre-employment checks. The Workforce Development Lead or Service manager is responsible for contacting the successful applicant within 48 hours of the interview, where possible, to verbally offer the position 'subject to satisfactory pre-employment checks.' Start dates must not be arranged at this point.

The candidate's Employment Contract is drafted and sent to the Chief Executive Officer for approval within 48 hours of the candidate being offered the position. Once the Employment Contract has been approved and signed by the Chief Executive Officer, it is sent to the candidate. The candidate is also sent a detailed list of all the documentation required and forms to be completed before they can commence their new role.

Employment checks:

The pre-employment checks required are outlined on the pre-employment checklist in Appendix B.

Any offer of employment will be reliant on satisfying all stipulated conditions prior to arranging a start date

References

The successful candidate will be offered the position subject to references from previous employment, or in the case of a newly qualified individual, their tutor and a personal or professional reference.

- It will be usual for references to be taken up before employment commences. Where there is a pressing operational need for the individual to start work before satisfactory references have been received, a risk assessment will be completed to determine whether sufficient other information is known about the individual to provide assurance that they are of good character, and what (if any) limitations should be put on their role until references have been received.
- References will initially be sought directly from the referee. The referee must have been the applicants direct Line Manager or from the HR department. References or testimonials provided by the candidate will be accepted, and will be subject to verification if possible or considered necessary.
- Referees will always be asked specific questions about
 - the candidates suitability for the new post
 - the candidate's suitability for working in a Medical Service.
- A minimum of 2 references will be taken, relating to at least the past three years of employment.
- Where it is the policy of the previous employer providing a reference to only confirm the applicant's position and dates of employment, an assessment will be made by the KGPC Recruitment team to decide what, if any, additional checks are required to confirm the candidate's suitability.

Where an unsatisfactory or ambiguous reference is returned, the Workforce Development Lead will make contact with both the referee and the candidate to discuss the information provided. If it is found that the candidate's conduct in their previous role was unsatisfactory (e.g. sickness levels) or there is a cause for concern about performance (e.g. clinical practice), the Workforce Development Lead may consider the retraction of the offer in conjunction with the Hiring/Line Manager; alternatively, where appropriate, alternative arrangements may be put in place such as imposing an extended probation period. A start date will be arranged upon successful submission of references, which are authorized by the KGPC Workforce Development Lead.

DBS Check

- Where a DBS check is required and the candidate has a DBS certificate from a previous employment, a risk assessment will be carried out to determine whether it is appropriate for this check to be accepted, or whether a new check should be undertaken (details outlined in DBS policy).
- Where there is a pressing operational need for a member of staff to start work before the outcome of a DBS check is known, a risk assessment will be carried out to determine whether sufficient other information is known about the individual to provide assurance that they are of good character, and what (if any) limitations should be put on their role until the DBS check has been received (a template risk assessment is available in the DBS policy).

Proof of Identity and Eligibility to work in UK

- Proof of identity against photo ID (for example a passport, birth certificate or driving licence) will be required for candidates being appointed to all job roles. These will be verified by the KGPC recruitment team.
- Proof of eligibility to work in the UK will be required for candidates being appointed to all job roles. Acceptable forms of evidence, in line with Home Office guidance, are as follows:
 1. British citizens must provide either a passport, or a full UK birth or adoption certificate *in combination with* an official document issued by a previous employer or government agency bearing the individual's full name and permanent national insurance number (such as a P45, P60, payslip or letter from the HMRC - please note that a National Insurance (NI) number card is not in itself acceptable for this purpose).
 2. For non-British citizens the requirements are dependent on your nationality and current immigration status. For further guidance, please visit the [UK Border Agency Web Site](#).

Applicants are provided with an up to date list of acceptable documents issued by Gov.UK

Professional registration and / or qualifications

Prior to appointment, checks will be carried-out to ensure that a candidate has all necessary qualifications and registrations for the role.

Qualifications

Where specific qualifications are required (e.g. doctors/nurses), evidence of educational certificates will be required. Where a candidate is being employed to carry-out an enhanced role (e.g. nurse prescriber), the candidate will be required to provide evidence of their additional qualifications.

Where possible, the original documentation will be checked. In the event that this is not available, alternative methods of verification will be considered based on the importance and relevance to the qualification to the overall role.

Professional registrations

Once the candidate's identity has been verified (see section above), checks will be made with the relevant professional regulatory body for all staff in regulated roles (e.g. doctors (GMC); nurses (NMC), pharmacists (GPhC), Physiotherapists (HCPC). These checks will include:

- Verification that the candidate has suitable, up to date registration and the necessary license to practice
- Check of whether the candidate has any limitations to their practice (this would not necessarily be an absolute bar, but would require further investigation and risk assessment).

For non-clinical staff in roles requiring professional registration (e.g. accountants, lawyers), checks will be made in the same manner as above.

Occupational Health

All candidates will be required to complete an Occupational Health questionnaire as part of the pre-employment check process. The information supplied by the candidate will be considered by the Workforce Development Lead to determine whether further action is required.

Where the information supplied by the candidate indicates that reasonable adjustments need to be made, this should be discussed with the candidate to gather any further information (and the conversation documented). Any agreed adjustments should be put in place prior to the candidate starting work.

Where the candidate's answers on the Occupational Health questionnaire indicate that further specialist input is required in order to meet their needs, referral should be made initially to the Workforce Development Lead who will liaise with the KGPC Chairman.

The immunisation requirements for candidates will be assessed against [Green Book guidance](#) for both clinical and non-clinical staff. Where guidance recommends immunisations in order to protect patients, candidates will be required to provide evidence of immunity. Where a candidate has not already received recommended immunisations, they will be asked to arrange to receive these via their own registered GP.

Where a candidate refuses recommended immunisations, a risk assessment will be carried out to determine whether they can still safely carry-out the role. Where risks identified cannot be otherwise mitigated, the candidate will be deemed unsuitable for the role and any conditional offer of employment will be withdrawn.

Withdrawing an offer of employment

Offers of employment may be withdrawn if a candidate fails to satisfy the pre-employment checks, is dishonest or fails to disclose any cautions, warnings, reprimands or convictions.

Probation/induction period

The standard probation period for substantive staff will be outlined in terms and conditions. During this period, a structured induction programme will be in place that includes training, shadowing and opportunities to read and discuss policies and procedures.

- For substantive employees, the individual should meet with their line manager to agree objectives within the first 4 weeks of starting in the role. The individual and their manager should meet at the mid-point of their probation period in order to review their progress, and again at the end of their probation period, whereby they will either be confirmed in post (where performance has been satisfactory), have their probation period extended (where further development is required) or be dismissed (where their performance or conduct has been found to be unacceptable).
- Where the decision is made for the probationary period to be extended, the manager must:
 1. Explain to the member of staff exactly which areas of the role they have failed to demonstrate competence in.
 2. Explain what the member of staff must do to demonstrate competence.
 3. Set out the timescale within which the member of staff must reach the required standard (the standard extension if a probationary period will be 3 months).
 4. Set a date for a further review meeting.

See appraisal policy for further details.

Members of staff transferring from “contractor” status to “employed” status

Any individual employed as a “contractor” or “interim” rather than an employee will be subject to the same level of pre-engagement check as required for employees. Arrangements put in place in respect of supervision/objective setting, etc will be set out as part of the individual’s contract.

Where a member of staff remains in the same role but converts their employment status from being a contractor to being a substantive member of staff, it will not be necessary for pre-employment checks or a probationary period to be repeated at that stage, provided their line manager is satisfied with the quality of their work and their conduct.

Appendix A

Kingston GP Chambers Recruitment Process: Enhanced Hours and Minor Illness Service

Owners:

WDL – Workforce Development Lead
 CSTL – Clinical Services Team Leader
 AT – Admin Team
 CL – Clinical Lead

Task	Owner
1. Candidates interested in working in Enhanced Access or Minor Illness Service regularly contact Enhanced Access team	AT
2. Team Leader emails details of candidates to RRM	CTSL
3. Workforce Development Lead contacts candidates to outline the recruitment process, and informs them of the documents they will need to supply before they would be permitted to work.	WDL
4. For GPs: Once CV is received, Workforce Development passes details onto CL who schedules a phone interview with the candidate. For Receptionists: Once CV is received, WDL arranges a phone interview with the candidate.	WDL/CL
5. For GPs: Phone interview conducted by CL. Notes of the interview documented by CL. CL notifies NC of the outcome of the interview. For Receptionists: Phone interview conducted by WDL. Notes of interview saved in folder. NC notifies JH of the outcome of the interview.	CL/WDL
6. WDL notifies candidate of the outcome of the interview. Where candidate is successful, WDL provides a list of documents required for pre-employment checks to be carried-out.	WDL
7. WDL collates all pre-employment check docs and chases candidate where required. WDL keeps CTSL informed on progress.	WDL
10. Once all checks are satisfactorily completed, WDL issues employment contract to candidate.	WDL
11. WDL sends 'new employee form' to CTSL	WDL
12. CTSL creates Windows and EMIS logins. Also sets up the smartcard	CTSL
13. CTSL Notifies AT that a new staff member has been on-boarded.	CTSL
14. AT add new staff member onto Rotamaster via details contained in the New employee form	AT
15. CTSL arranges first shift with candidate and meets them beforehand to carry-out an induction, including introduction to the building (fire escapes, emergency meds/equipment). Candidate is informed of the requirement for outstanding mandatory training to be completed within 4 weeks. Induction plan/checklist completed, which highlights the training	CTSL

still required. Induction checklist provided to candidate (either hard copy or by email).	
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<p>16. Following first shift, RH reviews the consultation notes for all patients seen by candidate. Any areas of concern are followed up by RH directly with the candidate. Where concerns are so significant that RH judges the candidate to be unsuitable, CTSL will be immediately notified so that all further shifts can be suspended.</p>	<p>CL</p>
<p>17. Two weeks following the candidate's first shift, CTSL will send them a reminder by email about any required training courses they are yet to complete. The email will include a reminder that unless these courses are completed within the next 2 weeks, they will be unable to continue to work in the Service.</p>	<p>CTSL</p>
<p>18. Four weeks following the candidate's first shift, WDL will review the training evidence submitted by the candidate and refer to CTSL and AT any candidate who has failed to complete their training.</p>	<p>WDL</p>
<p>19. AT will be advised not to accept shift bookings from candidates who have failed to complete training within the required time to notify them that they will be unable to carry-out further shifts until the training is completed. NC will suspend the candidate from Rota Master.</p>	<p>AT</p>
<p>20. CTSL to run reports and invoicing using Rotamaster</p>	<p>CTSL</p>

Additional notes:

- Recruitment documents to be stored locally in a secure folder, which will only be accessible by those granted specific permissions.
- DBS checks – KGPC will conduct a new DBS upon starting unless a candidate already possesses a DBS at the same level of clearance and issued within the past three years. A risk assessment will be carried-out in all cases, which considers the risks relating to the role being recruited to, the risks posed by the individual candidate, and the alternative information available to evidence good character. The requirement to notify KGPC immediately of any new Police investigations, convictions or cautions will be made contractual requirement for all staff.
- It is mandatory for all staff to complete training in the areas listed below. A risk assessment has been carried-out to identify which training courses must be completed before the member of staff is allowed to start work (see below). All other courses must be completed within 4 weeks of the individual starting work; this will be a contractual requirement. Thereafter, all staff will be contractually obliged to keep up to date with professional registrations and mandatory training in order to continue to work for the Service.
- Training completed in previous employment will be considered acceptable, provided the candidate can provide evidence of completion. Where this is accepted, evidence of training will be manually added to the Bluestream training record, and the appropriate date for re-training will be recorded.

Course	Timescale	Rationale
Child Safeguarding L3	Prior to starting work; every 3 years thereafter.	GPs play a crucial role in the identification of Safeguarding (SG) concerns, due to their clinical role. It's likely that the GP will be the most senior person on the premises during the Extended Hours and Minor Illness Clinics, and will therefore be responsible for taking a lead in recording and reporting SG concerns. The service will require assurance that the GP has the appropriate skills and

Infection Prevention and Control (IPC)	Within 4 weeks of starting work; annually thereafter.	All clinical and non-clinical staff working for the service are experienced, and will have a basic knowledge of the principles of IPC as part of their clinical training. No high risk procedures (e.g. minor surgery) are carried-out in the Service, and the GPs will not have any specific IPC responsibilities.
Basic Life Support	Within 4 weeks of starting work; annually thereafter.	All clinical and non-clinical staff working for the service are experienced, and will have a basic knowledge of the principles of resuscitation as part of

		<p>their clinical training. A receptionist who has completed BLS training will always be on the premises (mandatory for all reception staff. Defibrillators are available which provide the user with a running commentary on their use and are designed for individuals with no clinical training to use.</p>
Fire Safety	<p>Within 4 weeks of starting work; annually thereafter.</p>	<p>All staff will be shown the location of fire exits as part of their induction. A receptionist who has completed fire training will always be on the premises.</p>
Mental Capacity Act (MCA)	<p>Within 4 weeks of starting work.</p> <p>Retraining after 5 years</p>	<p>All GPs working for the service are experienced, and will have a basic knowledge of the principles of the MCA. A scenario question relating to the MCA will be asked during interview to test the GP's knowledge.</p>
Equality & Diversity	<p>Within 4 weeks of starting work.</p> <p>Retraining after 5 years</p>	<p>All staff working for the service are experienced, and will have a basic knowledge of the principles of equality and diversity. During the induction period, consultation notes will be reviewed by the clinical lead for the service, which should highlight any issues with the way patients have been treated.</p>
Health & Safety	<p>Within 4 weeks of starting work.</p> <p>Retraining after 3 years</p>	<p>Basic health and safety information relating to the employee's place of work will be provided as part of</p>

		their induction.
Accessible Information Standard	Within 4 weeks of starting work. Retraining after 5 years	All staff must receive training in order to meet the requirements of the Health & Social Care Act Regulation 9
Chaperoning	Within 4 weeks of starting work. Retraining after 2 years	Staff working closely with patients will be required to complete chaperone training to help safeguard patient safety.
Supporting people with a learning disability – Tier 1	Within 4 weeks of starting work	This module is for those who require a general awareness of people with a learning disability and the support they need. It is suitable for all staff in health and social care
Fire Warden	Within 4 weeks of starting work	This module is designated for any staff with fire warden responsibilities
Oliver McGowan	Within 4 weeks of starting work	All Health and Social Care workers are required to complete this module
Freedom to speak up Speak up – Non Managers Listen up – Managers Follow up – Senior Managers	Within 4 weeks of starting work	National requirement for those working within primary, secondary care and integrated care systems
Sexual Harassment	Within 4 weeks of starting work	All employers must take reasonable steps to prevent sexual harassment of their employees.
Prevent Radicalisation	Within 4 weeks of starting work	The Prevent duty (Section 26, Counter-Terrorism and Security Act 2015) requires all NHS organisations to have due regard to the need to prevent people from being drawn into terrorism, and staff must be enabled to understand the risk of radicalisation and how to seek appropriate advice and support

Appendix B

Pre-employment Checklist

Pre-engagement checks for clinical and non-clinical staff to provide services on behalf of KGPC

Question	Details	Checked (tick)
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Name		
Address		
Telephone Numbers: Landline and mobile NHS Email Address		
Next of Kin		
Start Date		
Employment documentation: Proof of Right to work and address verification.		
Services to be provided		
CV and references provided to cover last 3 years		
DBS (date of certificate) DBS – any convictions/cautions recorded? DBS risk assessment completed? Outcome of risk assessment Signed DBS self-declaration (where applicable)		
GMC/NMC/HPC registration details		

Any past or present GMC restrictions		
NHS appraisal completed? Next date: Name and contact details of appraiser:		
GP Performers Register? Revalidation date:		
Above checks as current (date checked and by whom)		
Qualifications: Copy on file		
Professional indemnity: Copy on file		
<p>Immunisation status</p> <p>For Clinical Staff:</p> <p>Mandatory:</p> <ul style="list-style-type: none"> • MMR • Hep B <p>(vaccination or evidence of antibodies)</p> <p>Recommended:</p> <ul style="list-style-type: none"> • Tetanus • Diphtheria • Polio • BCG • Flu • Varicella <p>For Non-Clinical Staff:</p>		

Mandatory:		
Recommended: <ul style="list-style-type: none"> • MMR • Hep B (vaccination or evidence of antibodies) • Tetanus • Diphtheria • Polio • Varicella 		
Occupational Health Form		
Signed GDPR Data policy and Data security and password policy issues		
Signed confidentiality form		
Form completed and checked by, and date		

Training (certificates are saved electronically)			
Basic Life Support	1 year	Expiry	
Chaperoning (HCA's, nurses and clerical staff	2 years	Expiry	
Safeguarding Children (GPs, nurses – L3; HCAs, Patient facing non-clinicians – L2 Non patient facing clinicians – L1	3 years	Expiry	
Safeguarding Adults (GPs, nurses – L3; HCAs and Practice Managers – L2 All other staff –L1	3 years	Expiry	
Infection Control	1 year	Expiry	
Mental Capacity Act - Clinicians	5 years	Expiry	
Information Governance	1 year	Expiry	

Fire Safety	1 year	Expiry	
Equality and Diversity	5 years	Expiry	
Accessible Information Standard	5 years	Expiry	
Principles of Health and Safety	3 years	Expiry	
Sepsis - Clinicians Sepsis Awareness – Non Clinicians	1 year	Expiry	
Supporting People with a learning disability	3 years	Expiry	
Oliver McGowan	3 years	Expiry	
Freedom to Speak up Speak up Listen up Follow up	3 years	Expiry	
Sexual Harassment	3 years	Expiry	
Prevent Radicalisation	3 years	Expiry	

Appendix C

Recruitment Advert Request Form

In order to effectively attract and recruit the right candidates for you, kindly complete this recruitment advert request form with as much information as possible so that we are able to find you the most suitable candidates quickly.

Role Requirements

Job Title:	
Base Location:	
Working Locations (if different):	
Line Manager:	
Salary/Band:	
Contract Type:	
Daily Working Hours:	
Total Weekly Hours:	
Reason for Recruitment: New Position/Replacement	
Ideal Shortlisting Dates and Shortlisting panel	
Ideal Interview Dates and Interviewing panel	
Ideal Start Date:	

Person Specification

This section of the request form will help the recruitment team to create a bespoke advert

What are the essential requirements for the role?	
How big is the practice, how many partners does it have? What is the size of the team, the successful post-holder will be working in	
What benefits are the practice able to offer?	
Can this role be undertaken remotely?	
Where would you like the role to be advertised?	

Once completed, please send this form along with any additional information such as a job description or job advert to kgpc.recruitment@nhs.net.