



Recruitment Policy

1.0 Introduction

Goldcrest Cleaning Limited recognises that its staff are fundamental to its success. Goldcrest Cleaning Limited therefore needs to be able to attract and retain staff of the highest caliber and therefore a strategic, professional approach to recruitment is essential.

The purpose of this policy is to provide a sound framework for the recruitment and selection of staff based upon the principles outlined below.

2.0 Principles

Goldcrest Cleaning Limited employs a labour force of 250 staff and follows a strict policy of maintaining proper and legally correct Employer-Employee relationships.

All cleaning staff are recruited locally through Indeed.co.uk, via the company website or employment agencies. An application form with a CV and or hand-written letter is required for each candidate. Job descriptions are provided for each position advertised.

Interviews with candidates will include at least two of the following; telephone interview, interview at the candidate's home or onsite interview at the relevant contract or head office.

All potential employees are required to provide references which are checked as to the suitability of the applicant to work on the premises.

Referees should not be contacted without the candidate's consent and the information provided will be treated as confidential by Goldcrest Cleaning Limited.

Identification for each candidate will be required and copies of the candidate's Passport, Visa, work permit, National Insurance Card, utility bills etc will be stored within personnel files.

Adhering to our Equal Opportunities Policy, all of our cleaning staff are recruited solely on their ability to carry out the work and irrespective of their age, gender, colour, race, nationality, marital status, sexuality or religion.

If required, we will carry out DBS checking procedure to the appropriate level with the relevant information passed on to the client. We will also cooperate with and provide information to all authorities. All employees enter formal employment in strict accordance with statutory requirements, which also includes a three-month trial period.

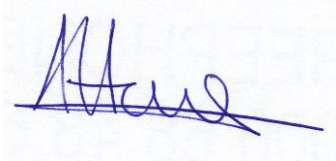
We will inform the customer by an agreed media, the names of all staff employed to work on their premises and when customers own vetting procedures have been complied with, our employees will be allowed on site to begin training.

All of the above applies to new employees – if TUPE is applicable we will follow our legal responsibility.

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3.0 Authorisation

The authority for this policy is vested in the Managing Director.

A handwritten signature in blue ink, appearing to read "Alan Jones", is written over a horizontal line.

Alan Jones
Managing Director

Document Control

A hard copy of this policy is kept at Head Office.