

Recruitment, selection and vetting policy

1 Introduction

Grafters Recruit Limited is an employment business supplying temporary workers to work within the Transport and Logistic sector. The work seekers that we engage must pass thorough and robust vetting procedures before we can consider them for any placement or assignment with our clients and this policy sets out our commitment to comply with the highest standards at each stage of the recruitment process.

We have processes in place whereby we obtain feedback from our clients once placements are made.

2 Recruitment and Selection

2.1 Face to face interviews

Before placing any work seekers on assignments, Grafters Recruit Limited meets with them face to face either in person or via video. Before meeting the work seeker, we ask them to forward a copy of their CV and advise them of the documentation they are required to forward to us or bring with them to the interview.

During the interview, a qualified consultant will assess the work seekers suitability for the role by discussing their previous work history and qualifications. Grafters Recruit Limited uses a template of standard relevant questions to ensure equality of approach and seek to understand the work seekers knowledge and understanding of protocols and to assess how they would react to various scenarios.

Provided the outcome of the interview is satisfactory, Grafters Recruit will then start the pre-employment checks.

2.2 Right to work checks

Grafters Recruit conducts right to work checks on every work seeker we intend to supply to our clients to comply with immigration and equality law. We will conduct **a physical document check** or **an online check** to establish a candidate's right to work. Where a right to work check is conducted using the online service, the information is provided in real-time, directly from Home Office systems and so there will be no requirement to see the documents listed below.

2.3 ID checks and proof of address

In addition to the above right to work documents, we also require the work seeker to provide us with two documents to confirm their identity and proof of address. The type of documents that we accept are: driving licence, utility bill, bank statement, government document/letter which includes the work seekers national insurance number.

Copies of documents will be taken and noted with the date the documents were checked. Copies will be kept securely for the duration of the work-seekers engagement with Grafters Recruit and for at least 1 year after. The copy will then be securely destroyed.

2.4 References

In accordance with Regulation 22 of the Conduct of Employment Agencies and Employment Businesses Regulations 2003, we require two references that must cover the previous two years of employment for all work seekers. One reference must be from the work seekers' most recent employer.

We will verify all references by contacting the referees directly, either by telephone or email.