

Affinity Trust Recruitment

Frequently asked questions

How do I prepare for my application?

We're delighted that you're thinking about applying to work with us. To help you to succeed, take some time to explore [what we do](#) and [where we work](#) to help you choose the role that's right for you. Also, make sure your CV is up to date – it's a fantastic way to showcase your experiences and will make the application process smoother.

How do I apply?

Once your CV is ready, simply upload it with your application. We'll automatically fill in some of your application with the information in your CV, saving you time.

You will also find some short questions designed to help you tell us more about you and your enthusiasm for the role you're applying for.

What happens once I have applied?

If your application fits with what we're looking for, a member of our friendly recruitment team will call you. They'll share details about the people we support, the role, and what we value in a new team member. They'll also want to know what matters to you in a job. If it seems like a good match, the recruiter will reach out to the hiring manager to request an interview for you.

What will my interview process be like?

We have different interview formats depending on the needs of the people we support. Your recruiter will let you know what type of interview you are being invited to, and whether it is in person, or through video call.

Some locations hold an interview day, where you and other applicants will have the opportunity to meet with some of the people we support, and members of the team. During the day, the people we support will ask you some questions, and you'll be involved in a group problem-solving activity, followed by short interview with a manager.

If you are not able to attend an interview day, or if it is not suitable for the people we support, you will be invited to a two-stage interview process. The first will be an interview with the manager of the location you have applied to. If that interview goes well, they will arrange for you to visit the location and meet some of the people supported.

What will I be asked?

You will be asked some questions that relate directly to the role and the people we support.

For example, we may ask you about how you would support someone to have choice and independence in their daily life, usually with a scenario to consider and tell us the approach you would take.

How do I prepare for my interview?

We know interviews can be a bit daunting, but we encourage you to relax and be yourself. The best interviews feel like a great conversation, where you feel comfortable sharing about who you are and how you work. It's less about giving a perfect answer and more about showing us what steps you might take to support someone to live their life their way.

To help you prepare, it's good to have a few examples ready to share. These could be times when you have spoken up for someone who needed it, done something that wasn't expected of you to put a smile on someone's face, helped someone learn a new skill, or face a challenge they were unsure of. These experiences don't necessarily need to have been in a support work role - they're experiences you can bring with you to support people in the best way you can.

When will I hear back after my interview?

We aim to give you feedback as soon as possible after your interview. Your interviewers will let the recruitment team know how the interview went and, either the manager or the recruiter will contact you as soon as possible to let you know the outcome.

I've accepted my offer – what happens now?

Congratulations! Your team will be excited to welcome you, but before they can do that, we need to complete some important checks, especially because we support vulnerable adults and children.

To help speed up the process, it's useful to have all the information available to share with the recruiter as easily as possible.

What are the checks?

Here are the main checks we need to complete:

Working history

By law, we must have a written record of your full working history since the age you started working, including any gaps in employment. It's okay if you've had gaps in employment, we just need to make sure we've made a note of them.

If you have worked with vulnerable adults or with children before, such as in a care home or a school, we also need to document the reasons you left these jobs.

References

We need to collect references from some of your previous employers, including your most recent employer. If you have worked with vulnerable adults or with children before, we need to collect a reference from them too, if possible.

There may be reasons why we might not be able to contact a previous employer, for example if they are no longer in business. If that's the case, let the recruitment team know and we will talk through the steps we can take to complete your reference checks instead.

Right to work

We must have valid evidence of your proof of right to work in the UK. This will either be via an online identity check, an in-person check of your documents, or by checking a share code you send to us. The recruitment team will let you know what documents we need, and how we need to check them.

DBS

For most roles at Affinity Trust, we need a criminal record check before you can start working with us. If you're in England, this is called a DBS check, and in Scotland it's a PVG check. We will need to see your ID and have your last 5 years' address history.

The recruitment team will let you know which documents we need for your ID check.

Examples of additional ID we may need on top of your right to work are:

- Photocard driving licence
- Utility bill or bank statement
- Council tax statement

If you have ever changed your name, we will also need proof of your name change.

Examples of these documents are:

- Deed Poll
- Marriage Certificate
- Decree Absolute

What if I don't have the right documents?

The best thing to do is to talk with the recruitment team. They will talk through the different documents we can accept, and signpost you in the right direction if there's still something missing.

Health questionnaire

Your safety and well-being at work and helping you keep the people we support safe are our top priorities. So that we can put in place the right support, there's a short form to complete about any disabilities, illnesses or medical conditions you might have.

The answers you give will help us identify the most appropriate adjustments we can make, in line with the role that you have applied for. We have an occupational health support provider to offer some guidance if needed.

All my checks are complete, am I ready to start?

Yes! Once all your checks are finalised, your manager will contact you to arrange your first day. Once that's arranged, we'll send you documents confirming that everything is in place. We look forward to welcoming you to Affinity Trust!