



CHARLES HUNTER
ASSOCIATES

RECRUITMENT & SELECTION POLICY

Date of policy: 22nd July 2025

This policy will be reviewed every 12 months (as a minimum).

Review Date: 21st July 2026

Reviewed By – Jonathan Wadsworth

Position – Managing Director

Signed

Charles Hunter Associates provides employment business services to the social work, care, healthcare and early years sectors.

All candidates that wish to register with our agency are subject to the following process –

Charles Hunter Associates conducts the following safeguarding checks and has sight of all original documents before supplying a candidate into a social work or care establishment.

- Face to face interview
- Proof of identify
- 5 years written professional references
- Enhanced DBS disclosure
- Proof of address using DBS list of acceptable documents
- Proof of National Insurance number
- Entitlement to work in the UK
- Full employment history with no gaps
- Professional Registration confirmation
- Original qualifications
- Visa requirements (where applicable)
- Overseas police check (where applicable)

All candidates are required to hold a valid Enhanced DBS certificate. A 3rd party certificate that is registered to the online update service can be accepted for as long as it is registered to the service. Otherwise a new Enhanced DBS would be applied for via CHA and renewed annually