



LEICESTER SHIRE

INFORMATION FOR APPLICANTS

Hours of Work

Our standard working week is 37 hours for a full time post. The Company operates a flexitime system.

Holidays

The minimum annual leave entitlement is 24 working days per year (3 of which must be taken at Christmas) plus Statutory holidays. There are currently 8 statutory holidays per year.

Staff contracted to work for less than a 37 hour week receive all leave on a pro-rata basis.

Medical clearance

Successful candidates will be required to complete a confidential questionnaire, which will be retained in their Personal file.

References

Any appointment will be subject to two satisfactory references. A minimum of one reference will be taken up prior to a job offer being made.

Probationary Period

All new appointments are subject to completion of a satisfactory probationary period of six months.

Police Clearance

Any post providing substantial opportunity for access to children under the age of 19 is exempt of the Rehabilitation of Offenders Act, 1974. Accordingly all staff will be subject to a Criminal Records Bureau Disclosure.

Pension

Permanent staff may join the pension scheme from the age of 16

Training

The Company expects staff to take an active interest in their professional development and encourages employees to study for relevant qualifications and undertake "in Company" training.

No Smoking Policy

The Company operates a No Smoking Policy, the aim of which is to provide as far as is reasonably practicable, a tobacco smoke-free environment within the work place.

Travel & Subsistence

We will reimburse all travel expenses necessarily incurred by employees in the performance of their duties after appropriate authorisation.

Trade Union Membership

If you wish to belong to a Trade Union, you should note that UNISON is the trade union currently recognised by the Company for negotiating purposes. There is however, no contractual requirement on any Company employee to be a trade union member.

Equal Opportunities

We operate and promote a policy of Equal Opportunities to our clients, partners and employees. Any individual, group or organisation accessing our service will be accorded equal respect and fair treatment.