



# **WORKING FOR EDEN HOUSING ASSOCIATION**

## **INFORMATION FOR APPLICANTS**



## Information for Applicants



### **English**

We will provide this information in large print, Braille, audiotape, or in other languages. Please just ask us.

### **Bengali**

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান অথবা যদি আপনার একজন ইন্টারপ্রেটারের প্রয়োজন হয়, তাহলে দয়া করে আমাদের সাথে যোগাযোগ করুন।

### **Mandarin**

本文件可以翻译为另一语文版本，或制作成另一格式，如有此需要，或需要传译员的协助，请与我们联系。

### **Polish**

Jeżeli chcieliby Państwo otrzymać ten dokument w innym języku lub w innym formacie albo jeżeli potrzebna jest pomoc tłumacza, to prosimy o kontakt z nami.

### **Turkish**

Bu belgenin Türkçe'sini edinmek ya da Türkçe bilen birisinin size yardımcı olmasını istiyorsanız, bize başvurabilirsiniz.

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## **1. Recruitment**

### **1.1 Criminal Records Bureau Disclosures**

For employment in certain posts, which involve contact with children, elderly people or vulnerable groups of people, we require employees to have their background checked by the Criminal Records Bureau (CRB).

If the post you are interested in requires a CRB Disclosure, we will say so in the advert and in the application pack. Our offer of employment for these posts will be on the condition that you obtain a satisfactory Enhanced CRB Disclosure before starting work in the post, and that this is renewed every 3 years.

Information regarding an employee's CRB Disclosure is held confidentially in Human Resources in accordance with the Data Protection Act 1998.

If you would like to receive a copy of our Policy and Procedure for Obtaining Criminal Records Bureau Disclosures, our Policy on Employing People with Criminal Convictions, or our Policy on The Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, please contact our HR team at [HR@edenha.org.uk](mailto:HR@edenha.org.uk) or call 01768 861400.

### **1.2 Data protection**

We hold all data about applicants, employees and former employees in accordance with the Data Protection Act 1998.

The information provided on your application form will only be used for recruitment purposes in relation to the advertised vacancy for which you are applying.

Personal information provided on your Equal Opportunities Monitoring form will only be used for monitoring our Equality and Diversity Policy, and to ensure that we are not excluding any group of people from employment with us. This information will only be seen by the HR team.

If your application is unsuccessful, your data will be held confidentially by the HR team for 6 months before being securely destroyed.

### **1.3 Induction Programme**

During the first few months of employment, we will provide you with an induction programme to help you develop an understanding of our business and ways of working. As well as receiving the necessary training specific to your job, you will also have the opportunity to meet colleagues from all areas of the Association to help you gain an understanding of how your job interacts with others.

One of your colleagues will also act as a 'buddy', who will help you to become familiar with our procedures and will ensure that you receive the training you need.

#### **1.4 Positive About Disabled People**

We are currently working towards Positive About Disabled People accreditation, and have made a commitment to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities.

#### **1.5 Probation Period**

All new employees are required to complete a 6 month probationary period, during which their progress is regularly reviewed with their manager. In exceptional circumstances the probation period may be extended.

#### **1.6 References and Eligibility to Work in the UK**

All offers of employment are subject to receipt of satisfactory references, and we normally request references for all applicants short-listed for interview. If you would prefer us not to contact any of your referees until after your interview please indicate this on your application form.

We also require satisfactory evidence that you are eligible to work in the UK, and all interview candidates are asked to provide this evidence when they arrive for their interview.

#### **1.7 Selection Process**

In addition to interview, the selection process will usually include a short test looking at how your working style fits with our organisation. The test will either take place at our offices on the same day as your interview, or you may be asked to complete a test on the internet before the day of your interview. If required, we can provide internet access to enable all candidates to complete the test.

You will receive comprehensive verbal feedback on your test as well as a short written report.

## **2. Benefits**

### **2.1 Annual Leave Entitlement**

Full details of the annual leave entitlement for advertised posts can be found in the application pack.

In addition to annual leave, all employees also receive the 8 statutory bank holidays plus an additional 3 days leave to be taken between Christmas and New Year when our office is closed.

## **2.2 Appraisals**

All employees are appraised annually by their line manager, and also benefit from regular one to ones and team meetings throughout the year.

## **2.3 Car Allowances**

All employees who use their personal car to travel on Association business receive a mileage allowance. In addition, those employees designated as essential car users receive a monthly allowance of £100 per month.

## **2.4 Childcare Vouchers**

The Association offers a Childcare Voucher scheme, through which employees can purchase Childcare Vouchers through salary sacrifice. The vouchers are exempt from tax and NI contributions up to a value of £55 per week, and they can be used to pay for the care of children up to the age of 16, including after school clubs and holidays schemes as well as nursery provision.

## **2.5 Company Sick Pay**

If you are absent due to illness or injury, we have a company sick pay scheme and you will continue to receive your full salary for a period of up to 6 months, dependent upon your length of service.

## **2.6 Employee Consultation**

Our Employee Consultative Group exists for the purpose of consultation and negotiation between management and employee representatives. All employees are represented on the Group, and all employees are eligible to be elected as representatives.

Several of our employees have also received training to enable them to act as Staff Facilitators. A major part of their role is to communicate staff concerns to the management team and to facilitate effective communication within the Association. They are also responsible for carrying out our annual staff survey.

## **2.7 Employee Support Services**

The Association provides access to a confidential Counselling Service Helpline, which is available to all employees and to any member of their immediate family.

The service provides support and advice on a wide range of personal and work related issues.

In addition, some of our employees have received specific training which enables them to act as Staff Supporters, and they are available to provide confidential support to any employee experiencing problems at work.

## **2.8 Equality and Diversity**

Eden Housing Association is committed to being an equal opportunities employer and appoints and promotes employees on the basis of merit. It is our policy to ensure that job applicants and employees are treated equally, regardless of their diversity. Every effort is made to ensure that employees are recruited from all sectors of the community.

## **2.9 Eye Tests**

If your work involves regular use of a computer, we will pay for you to have your eyes tested on a regular basis. In certain circumstances we will also pay a contribution towards the cost of new glasses.

## **2.10 Hours of Work**

Our full time working hours are 37 per week, Monday to Friday. For those employees working less than a 37 hour week, terms and conditions of employment apply on a pro rata basis.

We operate a flexi time scheme which allows our employees, subject to the rules of the scheme, to schedule their working life around their other commitments.

## **2.11 Maternity, Paternity and Adoption Pay**

Employees taking maternity, paternity or adoption leave are normally entitled to receive enhanced Association maternity, paternity or adoption pay in addition to statutory maternity, paternity or adoption pay.

## **2.12 Pension Scheme**

All our employees have the opportunity to join a final salary pension scheme.

## **2.13 Professional Subscriptions**

The Association pays subscription fees for employees who are a member of a relevant professional body.

## **2.14 Salaries**

Details of the grade and salary which apply to the post you are interested in are provided in the application pack.

Salaries are paid directly into your bank or building society account on the 28<sup>th</sup> of each month.

## **2.15 Staff Conference**

All employees are invited to attend our annual staff conference, which normally takes place in October. The conference provides an informal opportunity for employees to get involved with the Association's plans, and to have fun with colleagues they don't normally meet.

## **2.16 Training and Development**

We offer our employees a wide range of training and development opportunities, both to help them gain the skills they need in their current role, and to assist them in achieving their long term goals. In addition to informal coaching and on the job training, we run regular in house training courses on relevant topics. Employees also have the opportunity to attend appropriate external courses, seminars and conferences, and we provide support to employees wishing to study for formal qualifications.

Where possible, we also aim to provide employees with opportunities for secondment to another post, enabling them to gain further knowledge and experience.