

Additional information for candidates: Please read carefully prior to making an application

Oxleas is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all staff and volunteers to share this commitment. We recognise our responsibility to ensure that safe working systems are in place for staff working with children, adults and families in their care.

Please note that for some occupations we receive a high amount of applications and where this is evident the post will be closed and we will put a limit on the number of applications that we are able to receive. If you do not hear anything within four weeks of the closing date, please assume you have not been shortlisted.

Please note that all communication will be via e-mail so please ensure that you regularly check your e-mails. There is a possibility that if you have set filters on your incoming messages that this message could be delivered to your junk mail. It would be helpful if you could enable your settings so that messages sent are directly received to your inbox. Unfortunately the Trust will not be responsible for any correspondence which has not been received/read in light of the above.

The Trust is committed to equal opportunities promoting diversity, developing supporting policies and operates a variety of flexible working arrangements.

Candidates who are applying for a secondment opportunity must gain the permission of their current line-manager prior to submitting their application form.

Please note that the Trust operates a probationary period, further details are available on request.

If you are successful, as part of your pre-employment checks we will be required to verify your identity. The document/s you present for this purpose will be checked for their authenticity by scanning all known security features. These features will include:

- The machine readable zone
- An ultra violet image
- An infra red image

Covid 19 Vaccination

It is no longer a legal requirement for all in scope health and care staff in England to be fully vaccinated against Covid 19. However, we recognise vaccination provides the best defence against Covid 19 for our patients, our staff and their families. We therefore continue to encourage all prospective employees to engage with the vaccination programme and ensure they have been double vaccinated and received their boosters. More information on the Covid 19 vaccination can be found at Coronavirus (COVID-19) vaccination - NHS (www.nhs.uk).

Statement regarding our approach to DBS checks

The Trust will comply fully with the DBS Code of Practice, and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed. All job applicants will be provided with a copy of the Trust's DBS Policy upon request.

Having a criminal record will not necessarily bar an individual from working with the Trust. This will depend on the nature of the position and circumstances and background of the offence(s) committed.

Candidates must ensure the below information is reviewed in relation to the Disclosure and Barring Service (DBS), previously known as CRB, prior to completing the criminal convictions section of the application form - [New filtering rules for DBS certificates \(from 28 October 2023 onwards\) - GOV.UK \(\[www.gov.uk\]\(http://www.gov.uk\)\)](#)