

RECRUITMENT INFORMATION

CONTENTS

	Pg
• Advice for applicants	1-2
• Terms and Conditions of Employment	2-3
• Information for applicants with a disability	3-4

ADVICE FOR APPLICANTS

Please remember that the decision to shortlist applicants will be based entirely on the information provided on the Application Form and supporting papers (excluding Curriculum Vitae). The following notes are therefore provided to assist you in the completion of your application.

All sections of the application form must be completed in black ink/biro or typed, as forms may be copied. The form can be made available if necessary in different formats (i.e. Braille, tape) if so requested.

- Separate application forms must be completed for each post applied for.
- Please read any information supplied with the application form, especially the job description and personnel specification.
- Include all relevant experience that you have had. For example, it may be that you have been unemployed at some point, but undertook voluntary work. Please continue on a separate sheet of paper if there is insufficient space and attach this to the application form. Please ensure that you explain any gaps in employment history.
- Two references will be required for all positions, one of which should be your present or most recent employer. Crescent Purchasing Ltd reserves the right to contact past employers where it seems necessary. References will not be sought until the position is offered, if you indicate this on the application form.
- If you have not worked in paid employment, you may provide the name and address of someone who knows you well. This should not be a relative. For example, if you have just left school, you could give details of your tutor.
- Crescent Purchasing Ltd is committed to Equality & Diversity. Pages 1 of the application form will be kept separate from the main body of the form and will not be sent to the short-listing panel.
- If you do not have enough space on the application form, any additional information may be supplied on a separate piece of paper and attached to the form.

- When you have fully completed the application form, read it through carefully before signing and returning it. Please ensure that all the information on the form is accurate because any false or misleading information may result in withdrawal of any offer, disciplinary action or dismissal. Please ensure you return the form to the Human Resources Unit before the closing date.
- It is sometimes not possible to respond individually to all applicants. If you have not heard from us within six weeks of the closing date, please assume you have been unsuccessful on this occasion.

Should you wish to discuss any aspect of your application, please contact the Human Resources Unit in the first instance (Tel: 0161 295 7237).

TERMS AND CONDITIONS OF APPOINTMENT

Conditions of Appointment

All appointments are offered subject to a probationary service of up to 6 months, during which time performance will be assessed. In addition, all appointments are subject to:

- Medical clearance
- Verification of relevant qualifications
- Receipt of references considered suitable by Crescent Purchasing Ltd

Pension Arrangements

All staff can participate in the Local Government Pension Scheme which provides comprehensive retirement benefits. It is often possible to transfer benefits from a previous company or private pension plan into the scheme.

Working Hours

The standard full time working week for staff is 36.25 hours. A flexible working hours system is in operation for some staff.

Maternity/Paternity/Adoption

These schemes provide benefits that are over and above the normal statutory benefits.

Sick Pay

Crescent Purchasing Ltd has a scheme of sickness benefits, which are over and above the statutory sickness entitlements. Sickness absence is monitored in line with Crescent Purchasing Ltd's Sickness Absence Management Policy.

Training and Development

Crescent Purchasing Ltd is committed to the professional and personal development of all our employees. Individual Training and Development needs are identified via the staff Performance Review system.

Holidays

All staff are entitled to 27 days of annual leave per year, as well as 3 days additional leave to be taken on days when Crescent Purchasing Ltd closes on grounds of efficiency between Christmas and New Year. All staff are entitled to Bank and Public holidays. Part-time staff receive a pro-rata entitlement.

Salary Payments

Salary is paid by direct credit transfer to your bank or building society account in 12 equal parts. Payment is made on the 26th days of each month or the Friday previous if 26th falls on a weekend or a bank holiday.

Location of work

You may be required to work, either on a temporary or indefinite basis, at any premises at which Crescent Purchasing Ltd may provide services.

Equality and Diversity

Crescent Purchasing Ltd is committed to the principle of equal opportunity in employment. Crescent Purchasing Ltd will aim to ensure that no employee or applicant for employment receives less favourable treatment on any grounds, which cannot be seen to be justified in relation to employment, education and training.

INFORMATION FOR APPLICANTS WITH A DISABILITY

Crescent Purchasing Ltd has an obligation to ensure that:

1. Disabled applicants receive fair treatment throughout the recruitment and selection process and in their employment with Crescent Purchasing Ltd.
2. Adjustments are made wherever reasonable to do so, to allow disabled applicants to compete to the best of their ability during the recruitment process and to assist them in their employment with Crescent Purchasing Ltd.

Crescent Purchasing Ltd is committed to fulfilling these obligations. In order to do this we need to ask you questions about your disability at various stages of the recruitment and selection process. Please remember that although you are not obliged to tell us about your disability any details you provide will help us to help you demonstrate the extent of your skills and abilities. Any information you give us will be treated in the strictest confidence.

If you have a disability please advise us of any requirements you may have to enable you to attend an interview. This information is important because it helps us to make sure that you

have every opportunity to demonstrate your true abilities throughout the recruitment and selection process.

NOTE: If you need to submit your application form in a different format we would be pleased to help. You should contact the Human Resources Unit for advice and assistance:

Telephone: 0161 295 7237