



## **INFORMATION TO CANDIDATES SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT**

The following information is intended as a useful guide to applicants considering joining the Society. Full details are supplied with an offer of appointment.

1. **ELIGIBILITY TO WORK IN THE UK** - In order to comply with legal requirements, as part of our selection procedure we ask all potential employees to prove their eligibility to work in the UK. If you are invited to interview you will be asked to bring to interview the appropriate original documents.

2. **SALARY** - Candidates will be offered a starting salary as indicated in the advertisement. Salaries are paid on the 15th of each month by credit transfer to a bank or building society account.

3. **HOLIDAYS** - The holiday entitlement for new employees is 175 hours (25 days) pro rata per calendar year, rising to 182 hours (26 days) pro rata after 2 years' service, plus Bank/Public Holidays.

4. **PROBATIONARY PERIOD** - The first six months of your employment will be treated as a probationary period.

5. **REFERENCES** - An offer of employment will be subject to the receipt of satisfactory references. We require two employment references, one of which must be from your present or most recent employer. These should, if possible, cover the last five years, as a minimum. The Society reserves the right to contact your previous employers before an offer of employment is made.

6. **OTHER BENEFITS** - A number of benefits are available, these include a healthcare scheme and employee assistance programme. Further details of these schemes can be obtained on request. You are entitled to join the Society's defined contribution pension scheme from date of commencement.

7. **MEDICAL** - As part of the Society's selection procedure for employment, we ask all prospective employees to complete a Health Assessment Questionnaire. The purpose is to fulfil our responsibilities under the Health and Safety at Work Act 1974 and ensure that the proposed employment does not present any particular risks from a medical point of view. Further details about this will be sent to successful candidates.

8. **CRIMINAL RECORD DECLARATION** – As part of the Society's pre-employment checks successful candidates will be required to disclose convictions not yet spent under the Rehabilitation of Offenders Act (1974). Candidates applying for a role eligible for a standard or enhanced Disclosure and Barring Service (DBS) check will also be required to disclose any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The Criminal Record Disclosure form will be sent to successful candidates.

9. **SOCIETY CONVICTION CHECK** - Applicants should note that if successful, a check will be made against the Society's animal welfare prosecutions database as part of the Society's pre-employment checks. Successful candidates will be asked to provide permission for this check as part of their Criminal Record Declaration.

*NB Unfortunately the Society is unable to contribute towards the cost of relocation if this is necessary.*