



MAC House, 47 – 49 Carnarvon Street, Manchester, M3 1EZ
Tel: 0161 241 5150

What will the Recruitment Process Involve?

At MAC we pride ourselves on the thoroughness of our recruitment policy which ensures that the right applicants end up with the job. We are an equal opportunities employer and welcome all applications. On receiving your application you can expect to go through the following recruitment process:

1. Your initial interest in a position with Manchester Asian Care will be acknowledged by our office staff. During the telephone call, you will be asked a series of questions relating to your availability, qualifications/ previous experience and current work status. We will take your details and post out an application pack which consists of an application form, job description and personal specification.
2. Once we receive your application, you will then either be progressed to the next stage or declined.
3. For applicants progressing to the next stage, you will be invited to meet with a care co-ordinator at a mutually convenient date and time. Confirmation will be sent to you either by email or post, detailing the time and location of your appointment, plus a map of directions on how to find us along with some identification you will need to bring to your interview.
4. At your interview you will be asked to complete a competency questionnaire, availability form, health declaration, working time regulations form, bank details and P46. In addition, you will be asked to complete an Enhanced Disclosure Form (DBS)*. This form is a mandatory requirement for all staff working in the healthcare sector. You should allow approximately 45 minutes for this appointment
5. On successful completion of the interview process, Manchester Asian Care will follow up the references you will have provided (in your application form), send off your DBS form for clearance and book you on any required training.
6. Once all required documentation has come back to us “clear” and “confirmed” you will be classified as “compliant” and be booked straight into your first shift / shadowing.

* On average disclosure and barring service checks take approximately 4-6 weeks to be processed, cleared and returned to MAC.