

RECRUITMENT PROCESS

(FOR GARDENING, INPATIENT UNIT, DAY SERVICES & ADMIN/RECEPTION)

1. Complete a volunteer application form and return to Julie Dagg, Specialist Palliative Care Services Co-ordinator, St Benedict's Hospice, St Benedict's Way, Ryhope, Sunderland, SR2 0NY, or e-mail to: julie.dagg@nhs.net
2. Applicant will be contacted and invited to attend an interview.
3. If successful at interview, the applicant will be issued with an unconditional offer of volunteer placement letter and pre-employment check forms.
4. Applicant will be contacted by a member of the HR team to arrange an appointment at the H.R department at Sunderland Royal Hospital in order to carry out pre-employment checks. These checks can take anywhere between 2 – 4 months.
5. Applicant will receive an e-mail containing a link to complete an on-line health questionnaire. The on-line health questionnaire link is only valid for 7 days therefore must be completed within the time limit. Applicant will be contacted by the occupational health department to attend an appointment at the occupational health department at Sunderland Royal Hospital.
6. When pre-employment checks are complete the applicant will be contacted by Julie Dagg to arrange a start date.