



VICIDENTAL

## VICI Dental - Recruitment Policy

The Vici Dental policy states that Dr Paul Midha and Dr Ricky Duggal are responsible for recruitment. Where recruitment is planned to fill a vacancy created by a leaver, approval will normally be granted automatically.

It is this practice's policy that all vacancies will be advertised through the appropriate channels, which can include local publications, online publications specialising in recruitment in dental primary care, post the vacancy in a jobcentre or place it with an approved dental employment agency. All advertisements will be approved by Dr Paul Midha prior to submission. Existing employees are to be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills.

The practice aims at all times to recruit the person who is most suited to the particular role. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.

Before embarking on the process of recruitment, Dr Paul Midha and Dr Ricky Duggal must ensure that there is an up-to-date job description for the post and a clearly drafted employee specification. The job description will describe the duties, responsibilities and level of seniority associated with the post, while the employee specification will describe the type of qualifications, training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job.

The practice is committed to applying its equal opportunities policy at all stages of recruitment and selection. Short listing, interviewing and selection will always be carried out without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership or any other protected characteristic.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

All recruitment interviews will ensure that questions asked of the job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively. The interview will be conducted by two people and notes will be taken and retained for a suitable period of time. On no account should any job offer be made during or at the end of an interview.

Once an offer of employment has been made, it is the practice's policy that the successful applicant will be asked to complete a pre-employment occupational health questionnaire, which includes the candidate's immunisation record relevant to the role. Any offer of employment will be conditional on confirmation of the candidate's immunisations relevant to the role and subject to an enhanced standard DBS disclosure.

It is the practice's policy to seek the successful candidate's consent for it to seek two written references and to ask for documentary proof of qualifications. Any offer of employment will be conditional on both of these being satisfactory.

It is the practice's policy not to give feedback for all unsuccessful applicants

Many thanks

Rachael  
Practice Manager  
VICI Dental

**Thank you for choosing VICI Dental.**