



# SAPPHIRE SERVICES LTD

MULTI-DISCIPLINED • TEMPORARY RESOURCES

Tel: 01634 716326

Mob: 07810 286704

info@sapphireservicesltd.co.uk

www.sapphireservicesltd.co.uk

## **RECRUITMENT PROCEDURE / POLICY**

Sapphire Services undertake pro-active employee attraction strategies in order to successfully obtain qualified and experienced employees in the competitive marketplace. It is essential to ensure that a constant flow of high caliber employees available to enable us to provide a reliable, responsive and a quality service to our clients.

- a) Each candidate is assessed in accordance with their qualifications and ability to perform the relevant job role. Sapphire Services will not discriminate unlawfully when deciding which applicant/temporary worker is submitted for a vacancy or job of work.

## **'RIGHT TO WORK'**

Before a person is offered a position with Sapphire Services (Kent) Ltd their application will be subject to the company's RIGHT TO WORK PROCEDURE. Also, compliance with our statement on MODERN SLAVERY AND TRAFFICKING.

*Ref; Equal Opportunities Policy 1C*

- C) Each candidate is assessed in accordance with their qualifications and ability to perform the relevant job role. Sapphire Services will not discriminate unlawfully when deciding which applicant/temporary worker is submitted for a vacancy or job of work.*

*Ref; Modern Slavery & Trafficking Policy/Statement*

*Due diligence is expected throughout the whole recruitment process and throughout the workers' employment within the business. Sapphire Services has strict checks on all candidates it supplies. We verify the identity of each worker and their right to work before work position commences. Also, information and details given are monitored to identify houses of multiple occupancy and dual bank accounts, with all workers receiving information on exploitation and the relevant contact details should they require further advice. Staff meetings are held where required as an additional check to highlight "Alert Flags" of possible exploitation.*

All new direct employees are invited to attend a company induction which will provide information on the business, our values, policies and procedures and information on Modern Slavery. They are also asked to access [www.gov.uk/government/publications](http://www.gov.uk/government/publications) to enhance their knowledge and understanding.



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## RECRUITMENT PROCEDURE / POLICY CONT.

Under section 8 of the immigration act 1996, all employers in the UK have the responsibility to prevent illegal working. Sapphire Services (Kent) Ltd will not employ any worker who cannot legally work in the UK. We follow government guidance and laws on recruitment [GOV.UK/government/collections/right-to-work-checks-employer-guidance](https://www.gov.uk/government/collections/right-to-work-checks-employer-guidance)

We will require the following information;

- Copy of the applying person's passport or birth certificate. If the applicant does not hold a UK passport or was not born in the UK, we will proceed with legal checks for permission to work in the UK.
- Driving licence as photo identification and proof of address.
- Original proof of address (a utility bill dated within 3 months & Bank Statement)
- National Insurance number
- Originals of any professional certificates or cards that are required for the position they have applied for.
- References - Contact details for the last 2 employers.

This information will be checked and followed up by our HR department and the outcome will determine if and when the person is able to start work for the company.

Signed: 04/01/2025

John Fletcher  
Managing Director

Review date for this document 3<sup>rd</sup> January 2026 or when circumstance / legislation indicates.