

**Advertising Process**

<b>Policy Number</b>	14
<b>Version</b>	4
<b>Policy Contact</b>	Matthew Betteridge
<b>Date Issued</b>	1 <sup>st</sup> November 2018
<b>Reviewed</b>	15 <sup>th</sup> May 2024
<b>Next Review Date</b>	15 <sup>th</sup> May 2025
<b>Approved by</b>	OneCall24 Policy Team

One Call 24 ensures that all relevant information is obtained from the client in order for the most suitable candidate to be identified and placed into the job role. It is also key that the candidate applying for a vacant post is fully aware of the requirements they need to meet, as well as what they can expect from the agency and client.

One Call 24 will therefore ensure that the following information is accessible on all job adverts:

- Agency name, logo and location
- Job title including Band (where applicable)
- Description which easily explains the vacant job post
- Pay expected– PAYE/LTD
- Location of job role, including full address and ward details
- Person Specifications, including (but not limited too); Training; Skills; Expertise, Qualifications and other personal qualities
- Other job specific requirements
- How to apply
- When to apply (i.e. closing dates etc)

One Call 24 will make sure that all job adverts posted will follow current legislation and guidance, therefore not breaking any sex, race, disability, and religious beliefs or sexual orientation discrimination laws.

One Call 24 uses various methods in order to attract the most suitable candidates for vacant job roles, including the use of:

- One Call 24 Website
- Various online job boards and the internet (i.e. Niche Jobs; Job Medic and CV Library)
- newspapers or magazines
- Referrals and business contacts

In all cases, advertising information will be clear, concise and accurate – thus managing the candidate’s expectations.

One Call 24 is registered with Jobs Aware (<https://www.jobsware.co.uk/>) – showing our commitment to supporting safe job searching. We at all times follow the Principles of Good Practice, which include:

1. explain how vacancies appear on their site;

2. perform agreed standards of due diligence;
3. have a limit as to how many times the same advert can be published;
4. not advertise adverts that portray themselves to be something they are not;
5. not use the CV Database as a sales commodity;
6. obtain candidate's permission before transferring their data;
7. have a process in place to investigate breaches;
8. have an easily accessible area of the site dedicated to offering advice of common and prevalent scams with a link to JobsAware;
9. carry the agreed JobsAware text;
10. have a duty to report and share information with JobsAware.

The following link directs you to our placement on the Jobs Aware website:

<https://www.jobsaware.co.uk/partners>

### **Review**

This policy statement will be reviewed annually as part of our commitment to upholding professional standards. It may be altered from time to time in the light of legislative changes, operational procedures or other prevailing circumstances.