

Candidate Information

Inna Care Housekeeping Services has a strict registration policy and we will only present our clients with the best selection of private home professionals available, so it is important that you read the following carefully before sending us your details.

Meeting our Requirements

Should you wish to register with us, we would require a minimum of one year of experience in private service, or in special cases, a solid background in hospitality or catering will be considered for certain vacancies. We would be reluctant to accept an applicant with a "busy" CV. A person who changes jobs frequently suggests to us a lack of commitment and loyalty to their employers. We do also understand however, there are some exceptional cases and Inna Care's consultants are experienced in assessing whether certain applicants may be suitable for a role in private service.

Submitting your CV

The first impression we will have of you is your CV, so it is important to make sure that you provide us with an accurate and very detailed work history, laying out your current and past duties and responsibilities. Please see the Candidate Applications section of our website where full details on how to submit your CV are posted. We can provide a service to carry out an DBS if our clients are eligible to request and require an enhanced DBS (Disclosure Barring Service) check, you must also be prepared to submit to these checks when requested. Total cost for DBS and update service is £80. If you are confident that you can meet our requirements, please submit your CV as soon as possible. If your application is successful you will be contacted by one of our consultants to discuss your requirements and to arrange an interview.

References

References are vital; we will not consider anyone for registration without them. Not only because they reflect on your capabilities and suitability as a domestic staff candidate but also for security reasons, so please ensure that you provide us with all your written references and contact details of former employers. We will be unable to introduce you to prospective employers until we have sufficient details to satisfy these background checks.

Identity Documents

All applicants will be required to present their Identity documents and any candidates seeking employment in the UK must have the legal right to do so and must present the appropriate passport and visa information.

The Interview

Usually an interview will take place within seven days of your application being accepted. Our interviews can take up to two hours and we expect our potential

candidates to be prepared to meet our expectations by not being late and providing all required documents as requested.

Successful Applicants

If we are confident that you have met with our requirements and once all references have been confirmed, your details will be added to our database and you will be able to apply for positions listed on our Job Board. You will also be contacted by your appointed consultant whenever suitable positions become available.

Meeting Our Clients

It is our responsibility as your agent, to promote you to our clients as a professional. We would therefore expect you to represent our high standards. You will be forwarded full details on the location, brief information about home and client's request and an emergency contact number. We do not expect our candidates to be late, but if you do have any problems in finding an address or cannot arrive at the appointed time, please contact our office immediately.

The interview is also about establishing your needs and requirements, so be prepared to ask sensible questions and to get a very clear picture of what the role involves and what is expected. Make constructive suggestions if this is appropriate; this also demonstrates to your client that you are a professional and that you will be a valuable asset in their home.

Second Interviews

In some cases, you will be expected to make a second interview. This may be to either, finalise the agreement, or because you have been short-listed. This is the time to cover any issues that might not have been raised on your first meeting.

Accepting a Position

Once an offer has been made and accepted, you should subsequently receive a written contract confirming the particulars of your employment laying out the standard terms and conditions of your employment. Should you have any queries, or wish to make any changes, please contact your consultant and they will be happy to answer any questions that you may have.

Your Daily Work

Our service to our candidates does not end once a placement has been made. If there are any problems that need to be discussed or if you require any information or advice, please feel free to contact your consultant at any time.