



## **City of York Trading Ltd Covid 19 Interview Process Update**

Due to Covid –19 and current government advice, the WorkwithYork, WorkwithSchools and WorkwithYorkshire teams are now working from home.

Interviews are therefore now taking place virtually via Skype/Zoom rather than in person.

After reviewing your application, one of our recruiters will contact you to make arrangements for your virtual interview, will send you a check list of documents for you to have available and will explain the format of the interview.

Generally after the initial interview questions have been answered, if your application is to go forward, our recruiter will email you a link to Docusign where you will find all the documents you would normally be asked to complete and/or sign during a face to face interview.

These will always include:-

- Terms and Conditions
- Privacy Notice and Data Consent Form
- Appointment Form
- Key Information Document
- Candidate Checklist
- Health Declaration

Depending on the work you are registering for, you may also be asked to read and/or complete and/or sign:

- DBS declaration and new DBS application form
- Disqualification by Association Statutory Guidance and Declaration
- Client Electronic Communications Policy
- CYT Sickness Notification
- DVLA License Check Form
- Client Covid Guidance Document

You will be asked to upload to Docusign your:-

- ID and Right to Work Documents (passport/full birth certificate plus proof of NI)
- Address confirmation
- Qualification and training documents
- Professional membership/registration documents
- Photograph (head and shoulders)

Our recruiter will also ask you to hold these documents up during the virtual interview so they can verify the documents you upload are the same ones they have seen on screen.

If you have any questions on this process please contact us by phone or email. In limited circumstances if you don't have internet access we may be able to post documents to be signed.

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