

Employment Agency

Helping service users employ staff safely



Are you resident within the boundaries of Wrexham County Borough and....

In receipt of **Direct Payments**?

If 'Yes', the Employment Agency may be able to help you.

Background

The Employment Agency or 'The Agency' will carry out safe recruitment checks on carers and personal assistants who wish to take up membership.

The checks made will consist of:

- Immigration status
- Work permit status
- Employment history
- Written references from previous employers
- CRB disclosure at an appropriate level

The Agency will supply the appropriate membership details to prospective new employers (service users) and so support the employer's right of choice and decision making.

Employers may, if they wish, refer their potential/existing staff for checking.

Employers who have children present in their house are required to have all employees checked. Adults may choose not to use the service and employ non-checked staff.

3rd Party Support

3rd party support is available to Direct Payment recipients. Contact your Care Manager for more information.

**This leaflet is available in other media formats.
For more details please contact Customer Services
Telephone: 0800 5876708**

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Limitations of the Agency

The agency will not participate in any interviews held between the prospective employer and employee.

The agency will not provide meeting rooms or otherwise facilitate the meetings or interviews between prospective employers and staff.

The Agency will not disclose any details relating to the recruitment process other than to confirm that the member has met the minimum safe recruitment standards.

Prospective employers are advised to complete their own safe recruitment procedure.

Is it safe?

The Agency is registered with the Care and Social Services Inspectorate for Wales (CSSIW) and works to the Domiciliary Care Agencies (Wales) Regulations (2004) by meeting the National Minimum Standards for Domiciliary Care Agencies in Wales.

Contact Details

For further information relating to the Employment Agency, please contact:

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