

Thank you for your interest in our Recruitment Day at Jigsaw+ (Centre for lifelong learning for adults with autism). Please find below important information for the day;

- Date:** Please check our website for upcoming dates.
- Start time:** Please arrive by **9.00am** for a prompt **9.15am** start.
- Finish time:** **3.00pm (May be earlier depending on number of attendees).**
- Meet Point:** Jigsaw CABAS® School, Building 20, Dunsfold Park, Stovolds Hill, Cranleigh, Surrey **GU6 8TB.**
- Meet with:** **Jadie Deacon (HR Assistant) Kate Sarama (Head of HR).**
- Parking:** Free parking is available on site just past the main School building, to the left and parallel to the runway.
- Dress:** As some time will be spent with our clients, please come dressed in smart casual attire with flat shoes.

#### **The day;**

The day will be split into two parts and will include a variety of different elements.

- Welcome and ID check.
- Short presentation about the Jigsaw Trust and questions with HR.
- A tour of Jigsaw+ and Social Enterprises.
- The opportunity to interact with our clients.
- An overview of our Learning & Development programme.

**After the first session, those candidates interested in pursuing employment opportunities will be invited to stay for the following;**

- A short skills questionnaire.
- Explanation of Graphing.
- Some time allotted to completing your application form (if not already submitted)
- An individual interview will also take place (approx. 30 minutes), run by a panel of Jigsaw+ Management and HR.

#### **Please bring:**

- Proof of **Right to Work in the UK** (e.g. UK EU passport, UK/EU Birth Certificate, UK/British work permit / VISA)
- Documents to enable us to carry out your **DBS Check**;
  - At least 1, preferably 2 of the following: **Valid passport, Driving Licence** (with current address), **Original UK Birth certificate.**
  - Ideally 2 of the following: **Council Tax Statement, Vehicle Registration Document, Utility Bill, Bank Statement, Credit Card Statement** (All items must have your current address displayed and be dated within 3 months).

***These documents are essential as Jigsaw is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.***

*It is expected that all staff and volunteers share this commitment. In relation to the above statement please also read the Vulnerable Adults Protection Policy as this will be discussed at interview stage*

Finally please let us know if you require any adjustments to be made to the interview or other selection activities.

I hope this clarifies everything but please do not hesitate to contact me if you have any further questions.

**Please be aware that spaces are limited so your response is required to confirm your attendance.**

We look forward to hearing from you.

Kind regards,

**Jadie Deacon**

**HR Assistant (Recruitment)**

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