**CARE international recruitment guidelines**

**CARE International UK is a Disability Confident employer. Read our** [**FAQs for Applicants**](https://www.careinternational.org.uk/sites/default/files/FAQ-Applicants-Disability-Confident.pdf) **regarding the Disability Confident Scheme.**

Online application process

**Safeguarding**

CARE International UK has a zero tolerance approach to any harm to, or exploitation of, a vulnerable adult or a child by any of our staff, representatives or partners.

Recruitment to all jobs in CARE International UK includes, in particular, criminal record checks and the collection of relevant references. Throughout their employment, staff are inducted, trained and assessed around [safeguarding policies and procedures](https://www.careinternational.org.uk/who-we-are/safeguarding).

Safeguarding our beneficiaries is our top priority in everything we do and whenever concerns are raised about our work or representatives, we investigate them honestly, fairly, robustly and swiftly.

Disclosure checks

In order to reduce the risk of damaging the integrity and reputation of CARE International UK and risks to our donors, partners, country offices, and to vulnerable adults and children, CARE International UK requires all current and prospective staff to undertake a basic disclosure check.

If a different level of criminal record check, or no criminal record check, is required, staff members will be informed individually.

Diversity monitoring

We are committed to [equal opportunities](https://www.careinternational.org.uk/sites/default/files/Equal-Opportunities-Policy_0.pdf) for all job applicants and employees. As part of the online application process, we ask all potential employees to complete a diversity monitoring form. This will be separated from your application form and will not be seen by the selection panel. This information will be used for compiling statistics for monitoring purposes, and will not be seen by those involved in the recruitment process.

What happens next

We usually receive large numbers of applications for our jobs. As we have limited resources, we are only able to notify short-listed candidates of the outcome of their application.

If you do not hear from us within two weeks of the closing date, please assume you have been unsuccessful on this occasion.

If your application was not successful, we hope that you will not be discouraged and will still apply for other suitable vacancies at CARE as and when they are advertised.