



Applying for a Job with ICCM

Should you wish to apply for a current vacancy with ICCM you can request application details by telephone or post.

Telephone: 01536 525220

e-mail: info@iccmcares.co.uk

Write to: Mrs Debbie Wilkinson
Independent Community Care Management
ICCM House
2 Swallow Court
Kettering Parkway West
Kettering Venture Park
KETTERING
NN15 6XX

ICCM operates a thorough recruitment procedure, which is designed to incorporate good recruitment practice and include the views of our clients. Consequently, the steps that follow the submission of your application are -

Action

- Your application form will be assessed in ICCM's Human resources Department, to ensure you meet the essential criteria.
- Your application form will be sent to the client for their consideration.
- A short list will be made and you will be invited to an interview, if successful.
- Your interview letter will contain some additional information, which we need you to complete and return, at the interview.
- Interviews will be held either at the client's home or in ICCM's Head Office.
- You will be formally notified of the outcome of the interview.
- You will start work when ICCM receives 2 satisfactory, written references and Criminal Record Bureau clearance.

Notes

- Please ensure you have ticked the box on the back of the application form, providing permission to pass it to the client
- The interview letter contains an enhanced Criminal Record Bureau (CRB) form. This needs to be completed and brought to the interview, along with proof of identity (passport, driving licence, birth certificate, or as stated in your letter)