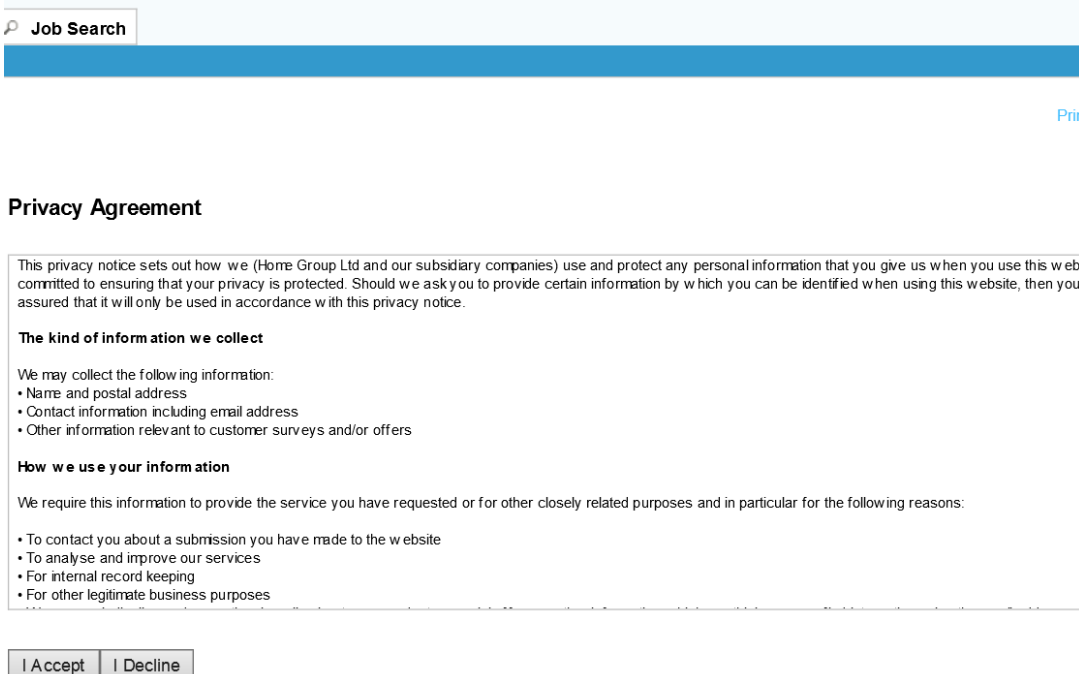
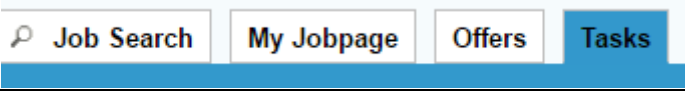
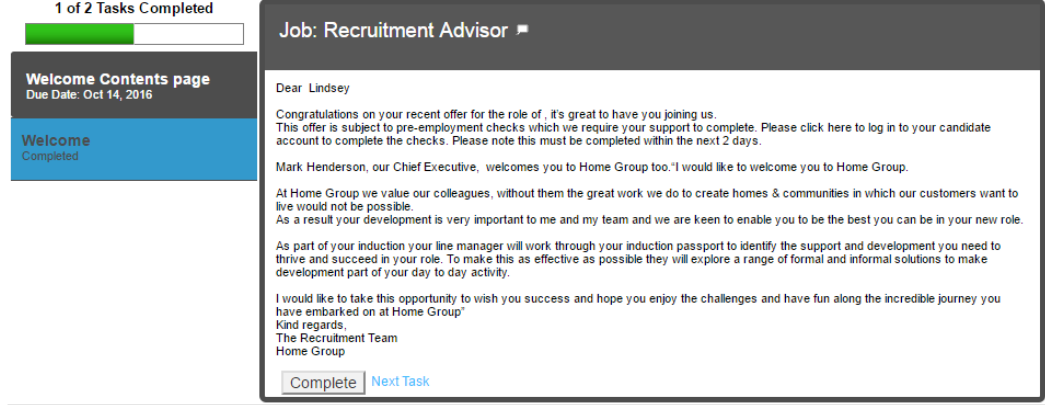



Candidate Support; Completing Pre-Employment Tasks

Step	Action
1	<p>You have received your welcome email to Home Group, please click on the below link</p> <p>Our recruitment team advise me that your offer is subject to pre-employment checks which we would appreciate your support to complete. We need this information to be completed within the next 2 days, to make sure we can get all of your pre-employment checks in place for your start date.</p> <p>Please login to the account you have created and complete the pre-employment checks. Click here to complete these checks.</p> <p>Should you have any questions please feel free to contact the Recruitment Team on 0845 146 1011.</p> <p>Once again, great news on you joining us and I wish you all the best for your career with us.</p>
2	<p>Please click on the blue hyper link in the email to take you to the log in page</p>
3	<p>Please read the privacy agreement and click on accept</p>  <p>Privacy Agreement</p> <p>This privacy notice sets out how we (Home Group Ltd and our subsidiary companies) use and protect any personal information that you give us when you use this website committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy notice.</p> <p>The kind of information we collect</p> <p>We may collect the following information:</p> <ul style="list-style-type: none"> • Name and postal address • Contact information including email address • Other information relevant to customer surveys and/or offers <p>How we use your information</p> <p>We require this information to provide the service you have requested or for other closely related purposes and in particular for the following reasons:</p> <ul style="list-style-type: none"> • To contact you about a submission you have made to the website • To analyse and improve our services • For internal record keeping • For other legitimate business purposes <p>I Accept I Decline</p>
4	<p>You will need to log in to the system (as below) with the account details you created when applying for the role</p>

	<p><i>Mandatory fields are marked with an asterisk.</i></p> <p>*User Name <input type="text"/></p> <p>*Password <input type="password"/></p> <p>Forgot your user name? Forgot your password?</p> <p><input type="button" value="Login"/> <input type="button" value="New User"/></p>
5	<p>When you are logged in you will see the below tabs, please click on the task tab.</p> 
6	<p>Please review the welcome task and click on complete</p> 
7	 <p>Please review the welcome email again and click <input type="button" value="Next Task"/></p> <p>When reviewed</p>

8

Reference Request

Due Date: Oct 14, 2016

You will need to complete this task before the due date on the left hand side

Reference request Reference Request
Mandatory fields are marked with a red indicator.

REFERENCE INFORMATION

Following on from your recent offer of employment that was made to you, we need you to assist in providing reference information.

Home Group requires verification which covers the **last 3 years of employment**, voluntary work and / or education.

You must cover all employment in this period and you may require multiple referees which must be submitted below.

Please ensure your referees are aware we will be contacting them so they can respond to our request as soon as they receive it.

If you are unable to provide your **last 3 years of employment**, you must provide at least 1 character referee who has known you for the last 3 years or more.

Employment

Organisation	Current Job	Job Title	*Start Date	*End Date	*Referee Name	*Referee Email Address	*Referee Phone
<input type="button" value="Add"/> <input type="button" value="«"/> <input type="button" value="◀"/> <input type="button" value="▶"/> <input type="button" value="»"/> 							

In addition Home Group require a character referee who must have known you in the last 3 years. They also need to know you today on a personal basis.

Please provide this in the space provided below and ensure that the referee is on standby to respond to this request as soon as they receive it.

Character

First Name	Surname	Relationship to you	How long have you known this person?	Email Address	Phone Number
<input type="button" value="Add"/> <input type="button" value="«"/> <input type="button" value="◀"/> <input type="button" value="▶"/> <input type="button" value="»"/> 					

If you have any queries regarding your reference information please contact us on 0845 146 1011.

When you have inserted all of the references detail please click

9

Personal Details

Due Date: Oct 14, 2016

Please complete the personal details form.

You will need to ensure that all fields marked with the red astrick *Title as this information is mandotory. Without this information you will be unable to complete the task.

Please click

10	<div data-bbox="319 219 758 425"> <p>HMRC New Hire form Completed</p> <p>HMRC Form Due Date: Oct 14, 2016</p> </div>	<p>You will receive an email with the HMRC form to complete when you have returned this to Pre-Employment Checks please ensure you complete this task.</p>
11	<p>If your role requires a DBS or New Starter health assessment form you will also receive a task to complete for this.</p> <p>When you have completed the above tasks you will need to click on</p> <div data-bbox="331 741 454 786"> <input type="button" value="Submit"/> </div>	
12	<p>When you have completed all of your tasks you will see that tasks are all complete</p>	<div data-bbox="319 969 1385 1424"> <p>6 of 6 Tasks Completed</p> <p>Job: Recruitment Advisor</p> <p>Dear Lindsey</p> <p>Congratulations on your recent offer for the role of , it's great to have you joining us. This offer is subject to pre-employment checks which we require your support to complete. Please click here to log in to your candidate account to complete the checks. Please note this must be completed within the next 2 days.</p> <p>Mark Henderson, our Chief Executive, welcomes you to Home Group too."I would like to welcome you to Home Group.</p> <p>At Home Group we value our colleagues, without them the great work we do to create homes & communities in which our customers want to live would not be possible. As a result your development is very important to me and my team and we are keen to enable you to be the best you can be in your new role.</p> <p>As part of your induction your line manager will work through your induction passport to identify the support and development you need to thrive and succeed in your role. To make this as effective as possible they will explore a range of formal and informal solutions to make development part of your day to day activity.</p> <p>I would like to take this opportunity to wish you success and hope you enjoy the challenges and have fun along the incredible journey you have embarked on at Home Group"</p> <p>Kind regards, The Recruitment Team Home Group</p> <p><input type="button" value="Next Task"/></p> </div>