



How to apply to work as a Freelancer Contractor with Unique Voice:

At Unique Voice we have a fantastic team of enthusiastic, engaging, creative and caring freelance contractors and we welcome applications to join our team

Before you start

- All applicants should have an Enhanced DBS (with barred list check) registered on the Update Service (we can help you submit an application if you do not already have this)
- All positions are offered on a self-employed basis and you will be responsible for your own tax & NI contributions

Our Safer Recruitment Process Timeline

Safeguarding and promoting the welfare of children is an integral part of the Company's recruitment process and plays an essential part in creating a safe environment for children.

1. Completion of Company Application Form - this must be completed in full and show your history from the time you complete traditional full time education - all gaps should be listed and briefly explained. You will be asked to provide two referees (one of which should be your current/most recent employer).
2. Shortlist for interview - shortlisting is carried out on a skills based selection process in line with our Safer Recruitment Policy. All applicants shortlisted for interview will be required to complete a Disclosure Form which should be returned prior to interview
3. Interview - all applicants should bring with them hard copy evidence of their identity, a document confirming their right to work in the UK, your birth certificate, relevant certificates and a copy of your registered DBS certificate (if applicable)
4. Post interview - successful interviewees will be offered a freelance contract subject to the necessary safer recruitment checks:
 - A successful check of the Enhanced DBS Certificate (including Barred List check) already registered on the Update Service; or, a satisfactory application for a new Enhanced DBS Certificate (including Barred List check) which should then be registered with the Update Service. The cost for the application and registration will be the responsibility of the applicant.
 - A minimum of two satisfactory references, one being your most recent employer. Your referee will be sent a copy of the job description to confirm your suitability for the role. The reference will also be followed up with a phone call for verification.
 - Proof of your right to work in the UK
5. Induction - All successful applicants will be given an online or in-person induction as part of the recruitment process

Your Contract with Unique Voice

A Freelance Contract with Unique Voice sets out the terms under which a successful applicant is contracted. As part of our core team you will be contacted each time we have availability for a project which suits your skills. Once you have confirmed your availability, you will be sent a formal Offer of Work which will detail the specific information and expectations of the role, the hours you are required to work and the rate of pay. You will be asked to formally accept/decline each role and confirm that you are fit for work. The Offer of Work will also include details of the pay date for the role and a date when your invoice should be submitted.

You will also be asked to read Unique Voice policies relating to the delivery of our services, including updates issued from time to time. You will be asked to commit to our DBS policy and to remain on the Update Service (checks will be carried out for all core team members on a six monthly basis, whether or not we have work to offer).

Training - you will be required to make yourself available for training sessions prior to a project; you will be informed separately of payment details. Safeguarding training is offered on an annual basis.