Role Requirements

* They will need to be someone with a regard to confidentiality and be trustworthy
* Must be computer literature and have easy access to a laptop/desktop computer/IPAD.
* A Recruiter will need to have an email address and be able to send and receive emails , for security reasons the Recruiter and Lead Recruiter are not able to use the same mail address

Additional Recruiter Role tasks

1. Checking ID

* Check and validate the information provided by the applicant on the online application form
* Establish the true identity of the applicant, through the examination of a range of

documents as set out in the guidance issued by thirtyone:eight and enter the details on the online application form

* Ensure that the applicant provides details of all names by which they have been

known and all addresses where they have lived in the last 5 years

Please note the 'Recruiter' can verify the applicant’s ID – BUT they CANNOT amend the applicant’s application, they CANNOT complete/approve the process and send the application to thirtyone:eight and they CANNOT track applications and monitor results