



General information for job applicants

Eligibility

If you are successful at interview, Proarb Ltd will check that you are fully eligible for employment before a formal offer of appointment is made.

EQUALITY OF OPPORTUNITY

It is a policy of Proarb Ltd that all eligible persons shall have equal opportunity for employment and advancement within the company on the basis of their ability and qualification and fitness for the work.

HEALTH STANDARD

For a permanent appointment, you must be able to give regular and effective service for at least 5 years. If you are successful at interview, you will therefore be asked to complete a health declaration. Should it be necessary, we will seek an opinion from our occupational health advisors.

Reference

Should you be successful at interview, Proarb Ltd will ask your present employer, any previous employers and where appropriate, an academic referee for reports on your experience and suitability for appointment. If you have had only a single employer in the last five years, or are a school leaver, we will also seek a personal reference.

Welsh Language Policy

Proarb Ltd is committed to improving its ability to communicate with Welsh speaking customers in Welsh and to increase the use of Welsh in identified publications and signage. We have adopted a **Welsh Language Policy** to help us to deliver on this aim. We already have bilingual letterheads and company stationery and at least 50% of the workforce have the ability to communicate in Welsh.