



# ASP Recruitment Services

## About ASP

Freeing up funds and resources for healthcare professionals on the front-line is what we do. Anglia Support Partnership (ASP) is a business arm of the NHS and is hosted by the Cambridgeshire and Peterborough NHS Foundation Trust.

We are the NHS support services provider of choice for a number of NHS organisations in the east of England and we are extending our reach both geographically and to non-NHS organisations around the UK.

We offer a broad range of services giving clients and prospective customers the advantage of a single provider for all their requirements. Doing business with ASP means that we will provide you with seamless solutions and problem solving as our teams work together to improve your business efficiency.

Services provided include:

- Financial services
- Procurement
- Payroll
- Primary care
- Catering
- Facilities management
- Occupational health
- Risk services
- IT training/support
- Recruitment services
- Workforce information

**ASP Recruitment Services** manages the recruitment process so you don't have to – leaving managers free to focus their efforts on choosing the right person for the job.

The objective of the service is to save both time and money – and deliver a fully electronic audit trail, reducing paperwork and ensuring full compliance with recruitment legislation.

**ASP Recruitment Services** works with approved processes using our own bespoke e-recruitment system (ERICa) capable of handling recruitment from advertisement through to the provision of contracts. The system is linked to NHS Jobs.

Once an operational manager has provided the job specification or brief, **ASP Recruitment Services** manages and supports the process, including:



## Tailored to You

The service is available whether you require assistance with just a handful of placements or you want ASP to handle all your recruitment processes. The service is tailored to suit the requirements of each customer.

There are two recruitment packages currently available:

**Basic service** – this is a recruitment service only and covers all relevant processes from advertisement to contract provision including Criminal Records Bureau (CRB) checks and certificate of sponsorship, if required.

**Enhanced service** – this is the basic service plus CRB re-checking service, maternity applications and honorary contract requests.

## CRB Checks

Anglia Support Partnership is registered as an umbrella body able to process CRB checks on behalf of clients. Applications are checked, logged and counter-signed by ASP. On receipt of clearance, certificates are provided.

## What Our Customers Say...

“I have nothing but praise for the **ASP Recruitment Services** staff for their patience and efficiency, nothing is too much trouble. ASP has made recruitment as efficient as it possibly can with all those annoying glitches removed! Well done to a friendly, approachable, helpful and efficient department.”

**Helen Rodley, Dental Co-ordinator  
Huntingdon & Fenland Dental Services**

“The staff at **ASP Recruitment Services** are superb. Our situation is complicated slightly because we are involved with both the local authority and the Trust but yet the ASP team straddle that relationship brilliantly. We have been using the service since the Trust was formed in 2004. If ever we get into a pickle with the ERICa system the ASP team are always on hand to talk us through it – and that is so reassuring.”

**Rita Porter, Social Care lead Huntingdon and Fenland  
Cambridgeshire and Peterborough NHS Foundation Trust**

## Customers

ASP currently provides this service to:

- Cambridgeshire and Peterborough NHS Foundation Trust
- Cambridgeshire Community Services NHS Trust
- NHS Cambridgeshire
- Peterborough Community Services
- NHS Peterborough
- Voluntary sector – Hunts MIND/Care Network
- NHS East of England



In addition, **ASP Recruitment Services** will provide regular management information on advertising spend; number of advertisements processed; recruitment plans set up and interviews held.



To find out more about what ASP can offer you please contact us on:  
t: 01480 398 776 e: [business@asp.nhs.uk](mailto:business@asp.nhs.uk) w: [www.asp.nhs.uk](http://www.asp.nhs.uk)