

## Team Information Sheet

### What we would like to share with you about our team

*Instructions to Recruiting Manager - This template is to be completed by you for handing out to your shortlisted candidates on the selection days for Healthcare Assistants, Team Assistants and Donor Centre Administrators – where this differs for each of these roles please indicate. The bullet points are to provide some suggestions for what you might want to include. Once completed please delete these instructions*

**Our Team :** (insert name of team)

### Our Working Day

- Times we work and travel times
- How we travel to sessions
- When we take breaks / meal facilities
- Lifting and shifting of equipment
- Where we obtain our supplies

### The Geographical Area We Cover

- Geographical area we cover
- Other neighbouring teams we may be asked to cover in exceptional circumstances
- Local blood centre

### Our Team Arrangements

- How we arrange our rotas (including requests for time off) and the notice you will receive
- Our uniform and dress code
- How many colleagues are in our team
- How we keep you updated
- How we organise your training
- Parking availability
- Any other local arrangements that apply e.g. local nurseries, shopping etc.