



# Recruitment and Selection Policy

(last reviewed Jan 2010)

**Objective: to ensure we recruit fairly,  
and for the long term needs of our business**

## General

Host is dedicated to ensuring that recruitment and selection is carried out in line with our Equal Opportunity & Diversity Policy. We are also committed to safeguarding and promoting the welfare of children and vulnerable people in line with our Vulnerable People Policy and expect all staff to share this commitment. To assist in this, Host follows a formal Recruitment Procedure for the employment of all staff.

### **Host's procedure for recruitment is as follows (cont overleaf):**

Posts are normally to be advertised internally and in the local or national press and elsewhere (i.e. Job Centers, agencies etc) as appropriate. All candidates receive an application form, job description, person specification and policies on Equal Opportunities. Job applications are to be by application form accompanied by a CV.

The written application will be considered by appropriate senior members of staff. Any anomalies, discrepancies or gaps in employment history are to be noted and are to be thoroughly investigated at interview. A shortlist of candidates for interview will then be drawn-up.

A set of questions and issues to be explored with each candidate is to be decided prior to interview. Follow up questions will be asked at interview and these are likely to be different for each candidate. Qualifications are to be verified when shortlisted candidates visit for interview, usually by the sighting of certificates as appropriate. Identity is checked, normally against a passport or driving license. A CRB application form for an Enhanced Disclosure is completed at the job offer stage.

Applicants for all posts are to be formally interviewed by no less than two people (either separately or as a panel). Candidate assessment forms are to be completed independently by both interviewers and a meeting held post interview to discuss the candidates. At least two written references are to be obtained direct from the referees, one of which should be from the current or most recent employer.

References are to be requested on the appropriate form and to include specific questions regarding the suitability of the candidate for a post which involves contact with children. An Enhanced Disclosure from the Criminal Records Bureau is to be obtained through an Umbrella Body (CAPITA).

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Successful candidate's interview records are securely filed in their personnel file.

A formal job offer is made in writing, but is subject to verification of identity and the receipt of satisfactory written references and Enhanced CRB disclosure.

A new CRB Disclosure application will be completed for all new members of staff irrelevant of when the last check was completed.

All job offers are subject to checks regarding eligibility to work in the UK (details of appropriate documents available within our Equal Opportunities section of the Matrix). Original documents must be supplied and copies taken and kept on individuals personnel files.

All jobs are subject to the satisfactory completion of our three month probationary period.

Disciplinary action (including dismissal) will ensue where a candidate:

is found to be on DfES List 99 or the Protection of Children Act List,

who's CRB Disclosure shows he/she has been disqualified from working with children or vulnerable people by a court,

is found to have provided false information in, or in support of, his/her application,

is the subject of serious expressions of concern as to his/her suitability to work with children or vulnerable people.

**In some circumstances the police will be informed.**

**Take the time to get selection and recruitment right  
and we gain a loyal, long term, motivated  
person – cut corners and everyone loses**

