

Willingham Social Club

Fen End Willingham CB24 5LH

Policy statement

- A.** We are an *equal opportunities employer*, which means that we are committed to providing equality of opportunity in employment to all persons.
- B.** When recruiting new employees or when offering our current employees opportunities for promotion, it means that we will-
- follow the good practice recommendations of the codes of practice and other guidance issued by the Equality Commission;
 - not discriminate unlawfully against any person.
 - select the best person for the job in terms of qualifications and abilities.
- C.** To achieve these aims, we have set up this recruitment and selection procedure. No position in the club may be filled unless this procedure has been followed.
- D.** The club chairman has the main responsibility for implementing this policy and procedure.

The Procedure

1. General principles

- These procedures must be applied fairly and consistently to all job applicants.
- Assistance must be given, where needed, to job applicants who are disabled.
- All recruitment must be planned in advance and opened up to competition.
- We do not accept casual or speculative requests for employment.
- All persons who wish to work for us must complete an application form in response to an advertised job vacancy.
- All applicants must then be assessed against relevant selection criteria to determine who the best person for the job is.
- All persons involved in selecting staff must read and apply this policy and procedure, our *Equal Opportunities Policy*, and the good practice recommendations of the codes of practice and other guidance issued by the Equality Commission.

2. Helping job applicants who are disabled

- *Disability Discrimination Act 1995*: The general rule of good practice is that our procedures and practices must be applied fairly and consistently to all job applicants. But, it is especially important that those of our staff who are involved in recruitment are also aware that they may be required to make **reasonable adjustments** to some or all of those procedures and practices if that is needed to remove any disadvantages which they cause for any disabled job applicants.
- This is a legal duty and failure to comply with it is unlawful disability discrimination. The adjustments need only be made for the disabled persons who require them and it may result in those disabled persons being treated more favourably than other persons; if so, that is lawful and permissible.

3. Advertising the job vacancy

- All job vacancies must be advertised to welcome applications from as many eligible candidates as possible.
- The following statement must be added to all advertisements:
“We are an equal opportunities employer”.

4. Application process and forms

- All persons who wish to work for us must complete our standard application form for the job in question in response to an advertised job vacancy.
- All persons who request an application form will be sent an application pack that includes the following information:
 - the application form for the post,
 - the job description and personnel specification for the post,
 - the closing date and the company’s contact details for applicant enquiries,
- We will normally aim to keep open our application period for each recruitment exercise for an interval of around 3 weeks.
- We will not normally accept *curricula vitae* (CVs), but we may accept them in exceptional circumstances as a reasonable adjustment for any disabled candidate who needs it.

5. The Selection Process

After the application stage closes, our selection process consists of the following stages-

- a. Short listing
- b. Interviews
- c. Selection and Job offer (subject to pre employment checks)
- d. Pre-employment checks
- e. Confirmation of offer

6. Short listing

- Short listing is an initial assessment of the applicants based solely on the information contained in their application forms. The purpose is to decide which applicants meet the essential and/or desirable job criteria so that they may be given more in-depth consideration at the next stage of the process.
- The criteria to be applied are those that are set out in the personnel specification for the job in question.
- The short listing decisions must be fair and consistent.
- Applicants who are rejected at the short listing stage will be informed about this in writing as soon as possible afterwards.

7. Interviews

- Interviews are the main method by which we will assess the remaining applicants who have passed the short listing stage.
- The Selection Panel's primary aim is to select the best person for the job.
- The applicants will be sent email or phone invitations to attend.
- In line with other commitments made previously in this procedure, appropriate reasonable adjustments to the interview arrangements will be planned and made for those disabled applicants who may need them.

- The Selection Panel will meet before the date of the interviews to decide how they will carry-out the interview and to draw up the questions they intend to ask.
- The questions should only be job-related and designed to assess the applicants against the desirable criteria set out in the personnel specification for the job in question.
- All applicants should be asked the same pre-set questions.
- All applicants should be treated fairly during the interview and the marks awarded to them should be fair and consistent.

Selection and job offer

- After every applicant has been interviewed, the panel will discuss their views and assessments and jointly draw up a list of the applicants in merit order.
- The vacant post, or posts, will be offered to the most meritorious applicant, or applicants, in accordance with that merit order(subject to pre-employment checks).
- Applicants who are rejected at this stage will be informed about this in writing as soon as possible afterwards.

8. Pre-employment Checks

Right to work in the UK

- We are not allowed under immigration law to employ any person who is not legally entitled to work in the UK. To ensure that we comply with that law and at the same time avoid unlawful racial discrimination against migrant workers, we will check that all persons, including local persons, who we intend to employ, are entitled to work here and entitled to do the work in question.
- These checks will not be used for short listing or interviewing purposes. The checks will only be made in respect of persons to whom we have made a conditional offer of employment.

References

- We will not seek a reference from an applicant's current employer unless the applicant has given his or her consent to that.

- We will accept references from other persons who know the applicant in a non-occupational capacity.
- However, all references should be job-related. Therefore, we will provide referees with copies of the job description and personnel specification for the relevant posts and ask them specifically for their views on an applicant's abilities to do the job in question.

Disclosure and Barring Service checks (DBS check)

- We will not seek criminal record information on our application forms and such information will never be used by us for short listing or interview purposes.
- We will only seek such information in respect of persons to whom we have made a conditional offer of employment.
- We will treat the information with the utmost sensitivity and confidentiality.
- We will only obtain DBS checks for employees coming in to contact with children and vulnerable persons.

9. Confirmation of Offer

- a. After the pre-employment checks have been completed and are deemed to be satisfactory, the successful applicant will be notified in writing that the offer of employment is confirmed.
- b. The confirmation letter will specify the following details:
 - job title
 - duration of post (permanent or temporary)
 - duration of probationary period (if any)
 - proposed or agreed start date
 - outline of main terms and conditions
 - details of how to accept the offer

Policy adopted on 01/01/2017

Due for next review on 17/01/2020