

# St Mary's Selesian Amateur Football Club Recruitment Policy

## 1. PURPOSE

This policy is intended to assist St Mary's Salesian Amateur Football Club (SMSAFC) in ensuring all incoming SMSAFC members are aware of and meet the minimum behavioural standards expected, and is designed to ensure that child safety, equality, and fair treatment are issues at the core of the SMSAFC culture. Further, it is intended to give SMSAFC committee guidelines by which to make the right decisions during the hiring process.

## 2. EQUAL OPPORTUNITY AND DISCRIMINATION

- 2.1 The SMSAFC will give equal consideration to the submissions of all applicants, and will not show bias or discrimination on the grounds of gender, race, age, disability, sexual orientation, religion or any other characteristic.
- 2.2 Recruitment staff will treat all applicants with the same respect, and will provide an “even playing field” during interviews. This includes, but is not limited to, using the same base list of questions for applicants (except when pursuing the specifics of an applicant’s career), allowing the same amount of time for interviews, and allowing the applicants equal chances to ask their own questions.
- 2.3 The SMSAFC will not terminate the employment of an employee on the basis of these characteristics.
- 2.4 This clause is intended to work in conjunction with the SMSAFC *“Equal Opportunity, Bullying and Harassment Policy”* which should be referred to for more detail.

## 3. APPLICANT SCREENING

- 3.1 It is the responsibility of the SMSAFC to conduct adequate background checks on applicants under consideration for a position with the SMSAFC .
- 3.2 The applicant may only be offered a position if they both agree to and satisfactorily pass these requirements.
- 3.3 Applicants must supply personal and professional referees with their application. Prior to commencing volunteer or paid work with the SMSAFC , the successful applicant must attain a valid Working With Children Check.
- 3.4 The SMSAFC may offer a position to an applicant prior to the WWC being attained, on the condition that the applicant gains one before commencing work.
- 3.5 Working With Children Checks must be uploaded and verified via the Department of Justice website and sighted by a current SMSAFC member to meet the requirements in clause 3.3.
- 3.6 In addition to these regulated checks, the SMSAFC member(s) undertaking the recruitment process must strive to determine the compatibility of all applicants to these standards through the applicants’ CV and any resulting interviews.

#### **4. CONFIDENTIALITY**

- 4.1 The SMSAFC will treat all information obtained during the application process with discretion, and will not share this information with third parties or other applicants, with the exception of information required for the stated background checks.
- 4.2 The SMSAFC may retain applicants' contact information and application documents against the possibility of future employment opportunities. Applicants may request for their information to not be kept at any time following an unsuccessful application.

#### **5. DISCLOSURE**

- 5.1 This Policy must be made available to all applicants from the commencement of the application process, to ensure their full understanding of rights and requirements prior to submitting an application.