

# SMJFL Recruitment Policy

## 1. PURPOSE

This policy is intended to assist the SMJFL in ensuring all incoming SMJFL staff 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 SMJFL culture. Further, it is intended to give SMJFL staff guidelines by which to make the right decisions during the hiring process.

## 2. EQUAL OPPORTUNITY AND DISCRIMINATION

- 2.1 The SMJFL 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 SMJFL 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 SMJFL’s *“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 SMJFL to conduct adequate background checks on applicants under consideration for a position with the SMJFL. The applicant may only be offered a position if they both agree to and satisfactorily pass these requirements.
- 3.2 Applicants must supply personal and professional referees with their application. SMJFL staff will contact these referees to ensure the suitability of the applicant to our organisation.
- 3.3 Prior to being offered a full-time permanent position with the SMJFL, applicants must pass a police check. Applicants may refuse to submit to this test, but will no longer be considered for the role.
- 3.4 Prior to being offered a position with the SMJFL, applicants will be required to sign a *“Member Protection Declaration”*.
- 3.5 Prior to commencing employment with the SMJFL, the successful applicant must attain a valid Working With Children Check. The SMJFL may offer a position to an applicant prior to the WWC being attained, on the condition that the applicant gains one before commencing work.
- 3.6 Working With Children Checks must be uploaded and verified via Everproof (formerly BlueQ) and sighted by a current SMJFL staff member to meet the requirements in clause 3.3.
- 3.7 In addition to these regulated checks, the SMJFL staff 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. Recruiters can consult the *"Best Recruitment Practices and Guidelines"* during this process.

- 3.8 Any applicant hired by the SMJFL will commence under a two month probation period, during which the SMJFL may further assess the applicants suitability to the role and ensure they pose no threat to child safety standards.

#### **4. CONFIDENTIALITY**

- 4.1 The SMJFL 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 SMJFL 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.