

## JWL Recruitment

### Recruitment of Staff and Volunteers

#### Recruitment Procedures

Safe recruitment is an integral part of good organizational practice. In addition to standard good HR practices, recruitment will include:

- That references (a minimum requirement of two) will be checked as fully as possible.
- Where recruitment agencies are employed, the selection procedures of such agencies will be scrutinized.
- All new JWL staff, as defined above, must complete the confidential self-disclosure form at the end of this policy.
- All JWL staff, as defined in above
  - should be familiar with, and sign the Safeguarding code of conduct and acceptance form at the end of this policy
  - will have clear job descriptions and roles, and clear management structures in place,
  - provide evidence of their identity (official identification card or passport)

**Job Descriptions:** During any advertisements of jobs, JWL is committed to including the same Safeguarding message as stated in the job description template. Job descriptions include information that all candidates will be vetted in accordance with our Safeguarding policy and must adhere to the guidelines and procedures set out in that policy. Open positions will be posted internally as well as externally for public access. In some cases, specifically for subject matter experts need on short-term projects, JWL will actively search within its university network to find the appropriate candidate without public posting.

**Application Forms:** As we recruit for a range of roles, a number of approaches are used.

- Application Forms can be used for appropriate roles
- CVs can be accepted

As outlined in our Safeguarding policy, our application form includes:

- a declaration stating 'there is no reason why they would be considered unsuitable to work with children or adults at risk'
- reference to our Safeguarding policy and procedures.

In addition, our application form:

- asks for consent to contact previous employers and consent gain information on a person's past disciplinary proceedings or convictions.
- asks for the contact details of two referees who are not family members and ideally who have first-hand knowledge of the applicant's experience of work/contact with children.

The Application Form can be found in the **Appendix 1**.

**Interviews:** Ideally at least two representatives will meet with the shortlisted candidate to explore information contained in the application. In addition to standard interview questions related to position, professional skills and motivation, points in the application form will be highlighted. These including:

- The applicant's attitudes towards Safeguarding policies in general
- Areas that need more detail
- Vague statements or unsubstantiated qualifications

- Frequent changes of employment

Interview questions relating to Safeguarding can include:

- Can you give some examples of what may be unsafe or unacceptable behaviour with children or vulnerable adults in a work environment and in the community?
- What boundaries are important when in contact with children or vulnerable adults?
- During your work you might come into contact with children or vulnerable adults. How do you feel about that? Are there any age groups you feel more comfortable being in contact with and any you feel being less comfortable with? (*Asking follow-up questions about why an applicant has a strong preference can help you determine if there is cause for concern*)
- If you saw a person severely hit a child, what would you do?
- If you were concerned about the actions or behaviour of a colleague/partner staff/visitor towards children and adults at risks, how would you respond?
- Is there anything that we might find out about during reference checks that you'd like to talk about?
- How do you feel about being supervised? (*This is to assess whether people are happy to be accountable*)

At the interview, permission should be requested for contacting the two referees if it is not already consented to in the application form.

**References:** Once confirmation is received at the interview that referees can be contacted, and we wish to proceed with the recruitment process, our organisation will contact the referees and ask them to complete the Referee Form. For any referees not able to complete the Referee Forms due to lack of access to email, every attempt will be made to contact the referee either in person or by phone. The Referee Form is found within the Appendix 2.

**Confirming Identity:** Our Safeguarding Policy highlights the need to confirm the identity of the candidate with documentation and proof of relevant qualifications where available. This can be done by:

- Contacting the education institutions or schools referred to in the application form or CV to confirm authenticity of any certificates or attendance if relevant
- Requesting to see the original certificates or Identity Documents (ID) if they are available
- Giving time to examine photocopies of certificates and IDs if originals are not available

#### **Recruitment General terms and conditions**

**All candidates will be vetted in accordance with the Jesuit Worldwide Learning Safeguarding Policy as well as Code of Conduct and must adhere to the guidelines and standards set within the policy in addition to all other organizational policies.**

**January 2020**

## Appendix 1: Staff Recruitment Application Form

<b>Position Details</b>				
<b>Position Applied for</b>				
<b>Applicant Information</b>				
<b>Full Name</b>				
<b>Any name previously known by</b>				
<b>Name on Passport (if applicable)</b>				
<b>Permanent Address</b>				
<b>Temporary Address (if applicable)</b>				
<b>Home Phone:</b>		<b>Work Phone:</b>		<b>Mobile:</b>
<b>Email Address:</b>			<b>Skype Address:</b>	
<b>Employment History</b>				
<i>Please start with the current or most recent and include all posts if possible</i>				
<b>Employer Name &amp; Address</b>	<b>Post held</b>	<b>Start &amp; End Date</b>	<b>Description of post held</b>	
<b>Volunteer Posts or Unpaid Work</b>				
<i>Please start with the current or most recent and include all posts if possible</i>				
<b>Employer Name &amp; Address</b>	<b>Post held</b>	<b>Start &amp; End Date</b>	<b>Description of post held</b>	
<b>Formal Education</b>				
<b>Dates</b>		<b>Institution/School Name &amp; Address</b>	<b>Qualifications Gained</b>	<b>Name/Title of Course</b>
<b>To</b>	<b>From</b>			
<b>Non-Formal Education or Vocational Training</b>				
<b>Dates</b>		<b>Institution/School Name &amp; Address</b>	<b>Qualifications Gained</b>	<b>Name/Title of Course</b>
<b>To</b>	<b>From</b>			

**Additional Information**

Please use this section to highlight additional skills or any other information that you feel is useful in considering your application.

**Languages**

Please indicate the level (Fluent, Intermediate, Basic)

Language	Understanding	Speaking	Reading	Writing

**Interest and Hobbies**

Please use this section to highlight additional skills or any other information that you feel is useful in considering your application.

**Referees**

Please give the name and address of two referees, whom should be two most recent/present employer/tutor and not a relative. Please note that at this stage of the application process referees will not be contacted. Referees may only be contacted following the interview stage if a candidate progresses to that stage.

	Referee 1	Referee 2
Name		
Address		
Phone		
Email		
Referees Role at the Organisation at the time of your employment		
Referees current role at the same Organisation (if known)		

**Safeguarding**

**Commitment to Safeguarding:** Jesuit Worldwide Learning is committed to Safeguarding and requires all staff to adhere to our child Safeguarding policy and procedures. We define the child as any person under the age of 18.

**Declaration:**

I, \_\_\_\_\_(name) declare that there is no reason why I would be considered unsuitable to work with children (persons under 18 years of age) or adults at risk.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Consent:**

If my application proceeds to the interview stage, I \_\_\_\_\_(name) agree that my referees can be contacted following that interview process and give my consent for information to share on past disciplinary proceedings or convictions involving Safeguarding of children or vulnerable persons that my referees may be aware of.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix 2: Referee Form

The candidate, \_\_\_\_\_ (insert full name), has applied for the post of \_\_\_\_\_ with **Jesuit Worldwide Learning**. They have given us written permission to verify their employment details with you. We would be grateful if you could do so at your earliest convenience in order for us to proceed with the recruitment process.

Referee's Current Details			
Your Name			
Current Organisation Name			
Current Organisation Address			
Position in Organisation			
Referee's Details at the time of Candidate's Employment			
Relationship to the candidate			
Length of Relationship			
Your role at the time of working with the candidate			
Candidate Details			
Positions Held by the candidate at your organization			
Start and end dates of each role			
Current/Leaving Salary		Candidates Reason for Leaving	
Would the organisation rehire the applicant? Yes/No			
If no, why would the organisation not rehire?			
General Feedback			
How would you describe the personal character of the applicant?			
What particular traits would assist the candidate to work in communities, interacting with people from different social, ethnic and religious backgrounds and possibly with children?			
Please provide other relevant information or general comments about the applicant's suitability for this role and a review of their strengths and weaknesses.			
Protection of Children			
<b>Jesuit Worldwide Learning</b> is committed to the welfare of children and adults at risk. Have you any information or knowledge of this candidate that would cause you any concern in relation to the protection of such persons . Please answer yes or no. If yes, please provide details.			

Please return the completed reference form to the assigned JWL hiring coordinator.

Your Name	
Signature/Date	

