



## Recruitment Procedures

- Any vacancy being either paid or voluntary, shall be circulated as widely as possible.
- All applicants will be sent an application form together with the policy on the recruitment of ex-offenders.
- All applicants will be sent a task / job description.
- Two references will be requested by the Organisation.
- Where selected, applicants will be asked to attend an interview.
- All applicants will be asked to complete a Disclosure form.
- Applicants will only be appointed subject to a satisfactory disclosure check.
- Paid workers will be issued with a contract of employment and all volunteers will enter into a volunteer agreement.