

Recruitment and Selection Policy

AGE UK CROYDON is a registered charity no. 1081013 and a registered company no. 3921436. AGE UK CROYDON TRADING LIMITED, registered company no. 5792724 is a wholly owned subsidiary of AGE UK CROYDON. All Policies and Procedures apply to both companies.

AGE UK CROYDON is an equal opportunities employer and any discrimination or harassment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation will not be tolerated.

POLICY

- 1.0 AGE UK CROYDON aims to recruit all personnel in an effective, fair, timely, equitable and professional manner in compliance with AGE UK CROYDON'S commitment to Equal Opportunities and related employment legislation.
- 2.0 This policy will provide a sound framework to facilitate and encourage good recruitment practice and ensure consistency and transparency in all aspects of the recruitment and selection process.
- 3.0 AGE UK CROYDON will always seek to recruit the best candidate for the post based on merit. Recruitment will be achieved solely on the basis of the applicant's abilities and skills as measured against the criteria and specifications for the post.
- 4.0 The principles stated in this policy are applicable to all those who apply or are selected to work for Age UK Croydon.
- 5.0 AGE UK CROYDON will ensure as far as reasonable all applicants will be kept informed of the progress of their application and be notified of its outcome
- 6.0 AGE UK CROYDON will ensure all recruitment and selection processes will be fit for purpose aligned to our principles on Equality and Diversity and inline with our values as a Charity organisation.
- 7.0 Under the General Data Protection Regulations individuals have the right to request access to any personal details held about them. Any candidate therefore may request access to any file or information containing interview notes, etc.
- 9.0 AGE UK CROYDON will take positive steps to ensure that the recruitment and selection process is carried out in accordance with the Equality and Diversity Policy.

- 9.1 AGE UK CROYDON will not ask candidates questions regarding their health before they are included in any short listing procedure or prior to being offered a post except in the very specific circumstances outlined in the Equality and Diversity Policy.
- 10.0 Under the Rehabilitation of Offenders Act 1974 many ex-offenders now have certain employment rights when their conviction becomes “spent”.
- 10.1 AGE UK CROYDON undertakes to treat all applicants fairly and will not discriminate against someone with a spent conviction, in line with the Recruitment of Ex- Offenders policy, whilst at the same time ensuring the safety and rights of vulnerable people.
- 11.0 AGE UK CROYDON requires a minimum of two written references, one should be from a professional organisation, which must be validated and endorsed by a company stamp or be on headed paper and signed. However, if a prospective candidate has been self-employed and is not able to secure a professional reference, the CEO should be consulted.
- 12.0 The Recruitment and Selection policy shall be aligned with the Finance Policy/scheme of delegation, in all circumstances.

Date this policy came into effect, approved by the SMT	Name: KATE PIERPOINT Signature: <i>[Handwritten Signature]</i> Date: 30/9/19
Next Review as agreed by the SMT	Date: Sept 2021
Name or position of person responsible for this policy	Name: N Saiyed Signature: N Saiyed Position: Compliance Officer
Other related policies	Conflict of Interest Data Protection Equality and Diversity Training & Development