

## **Recruitment and Selection Policy**

### **1. Purpose**

- 1.1. The purpose of this policy is to summarise the approach of Sacriston Youth Project (“the Charity” or “We”) to recruitment and selection, ensuring a fair and consistent process is followed.

### **2. Scope**

This policy applies to all candidates, internal and external who are part of a recruitment and selection process within the company.

### **3. The Policy**

We recognise that our people are our greatest asset, and the right recruitment process is vital in ensuring the best candidate with the right skills and abilities for the role are selected.

#### **3.1. The Importance of Fairness**

The company will ensure that no unlawful discrimination occurs during the recruitment and selection process.

#### **3.2. Advertising Roles**

3.2.1. The aims of advertising a role include attracting the best candidates with the relevant skills and attributes. All roles will be advertised internally and externally to promote equal opportunities within the company.

3.2.2. All roles will have an application deadline and candidates applying after the deadline, will not be considered.

3.2.3. All applications are treated confidentially and are assessed consistently against the set criteria. Candidates meeting the criteria of the role, will be subject to an appropriate selection process depending on the role. Unsuccessful candidates will be notified and the reasons recorded.

#### **3.3. Successful Candidates**

Once a successful candidate has been identified, a verbal offer of employment will be made. Upon verbal acceptance, we will make a formal written offer of employment.

#### **3.4. Unsuccessful Candidates**

Unsuccessful external candidates will receive feedback if requested from us.

### **4. Data Protection/Confidentiality**

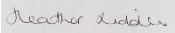
All candidate information gathered throughout the recruitment and selection process will follow the requirements of relevant legislation, including the Data Protection Act 1998.

**5. Status**

This policy does not give contractual rights to individual associates.

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**This policy has been approved & authorised by:**

**Name:** Heather Liddle  
**Position:** Trustee – Sacriston Youth Project  
**Date:** April 2021  
**Signature:** 

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Date of Review	Reviewed By	Changes Made	Date of Next Review
April 2021	Jo Cameron - Trustee		April 2022