**Sensing Friends Recruitment and Selection Policy**

Aim

To set out the minimum requirements of a recruitment process that aims to:

* Attract and select the best possible applicants to vacancies
* Identify appropriate prospective applicants for work with our organisation, the service users and the beneficiaries we support at Sensing Friends.
* Filter out applicants who we feel do not match the needs and requirements of our organisation supporting our service users and beneficiaries
* Meet the statuary requirements of the Equality Act 2010
* Treat all applicants fairly and clearly.

Procedures

 In our recruitment process at Sensing Friends we are always mindful of the needs of all, which include all applicants, candidates, beneficiaries, current staff and overall organisational needs.

We follow this procedure every time we recruit a new member to our team.

• We have a minimum of two people on our recruiting panel, usually one trustee and working staff member.

• We always advertise externally, any new vacancies.

• Sensing Friends is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates who decide to accept the post, are subject to a satisfactory enhanced Criminal Records Bureau disclosure (DBS) and at least two independent references before they will be eligible to take up the post .

Job application details

• All potential applicants enquiring about the post will be provided with a job application pack. The pack will include a Job description with a required skills specification, an application form and our recruitment policy.

• All applicants will need to complete and submit the application form to Sensing Friends before being considered for the next stage, the interview.

Short-listing

• We shortlist all candidates against the skills detailed in the job description.

• We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin, different ability, or sexual orientation.

* We are also a mindful employer that is considerate of any physical, mental, emotional or psychological issues that can unfairly limit or restrict the fair process of applying for our job vacancies, due to any physical or mental health issues a candidate may experience. We aim to support all applicants and candidates in relation to any physical, psychological and emotional complications that may arise, within the application process, and within any subsequent role a successful candidate may go on to take within our organisation.
* Those applicants who are successful will go on to the next stage, where they will be invited as a candidate to attend at least one interview.

Interview stage

• We will conduct the Interviews face to face.

• All candidates will received the same questions and assessed agains the same criteria.

* If a candidate is invited to an interview we will always respond to the candidate, after the interview, regardless of whether they are successful in getting the job. When responding we will provide clear and helpful feedback if the candidate requests it.

Employment checks

• The successful candidate will be offered the position subject to at least two satisfactory references and satisfactory enhanced disclosure and barring service (DBS) check.

* We will always check references after a provisional job offer has been made and accepted.

• All qualifications will be checked.