

Recruitment and Selection Policy

The Foundation is an equal opportunity employer and will always seek to recruit the person most suited to the job in question, irrespective of Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage and Civil Partnership or Pregnancy and Maternity. Those involved in the recruitment process must be aware of the Foundation's Equal Opportunities Policies and the Data Protection Policy. Any queries should be addressed to the **Director of Finance and Resources**.

This policy applies equally to promotions. In the first instance promotions may be sought internally.

A job specification should be prepared for any vacant position and checked to ensure that it complies with the Foundation's Equal Opportunity and other policies.

All positions should be advertised. Advertisements must be gender neutral (save where gender is a genuine occupational qualification for the position) and should avoid using stereotyping or avoid using words that discourage groups with a protected characteristic. All adverts should make it clear that the Foundation is an Equal Opportunity Employer and will not discriminate on the grounds of Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage and Civil Partnership or Pregnancy and Maternity. Any application forms must be gender and race neutral.

All applications should be acknowledged and interviews be arranged as soon as possible. Any decision to interview or short list applicants must not be based upon Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage and Civil Partnership or Pregnancy and Maternity or trade union membership or activities.

All applicants who are invited to an interview must be informed as soon as possible where and when the interview will take place. Applicants who have stated that they suffer from a disability should be asked whether any reasonable adjustment is required in order to assist them in attending the interview (which may involve, for example, changing the time of the interview or providing transport where it is reasonable to do so).

The interview process must be carried out in a way which cannot lead to any inference of direct or indirect discrimination. Selection requirements or conditions must be justified and relate to the needs of the position. Applicants should not be asked about health or disability before a job offer is made. For example, a numeracy test may not be appropriate where it does not relate to the requirements of the job and qualifications should not be required where they are unrelated to the position. Care must be taken not to ask questions which may indicate discriminatory stereotyping and it is preferable to have agreed questions that have been approved by a member of the senior management team.

Once an agreed short list has been prepared it is preferable for the short list to be checked by another suitably qualified person and for the applicants on the short list to be interviewed. It is necessary in the case of all applicants to ensure that they are qualified to work in the United Kingdom by production of the appropriate documents and in accordance with Guidance from the **Director of Finance and Resources**.

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At every stage of the process, applicants who have not been successful should be informed in writing as soon as possible. If an applicant requests the reason that he or she has been rejected any reply should be checked with and approved by the **Director of Finance and Resources**.

Where an applicant has been identified as being the person to whom the position is to be offered:

- Care must be taken to ensure that the terms of any offer do not discriminate against the candidate when compared to other persons in the same or similar positions.
- The offer should be in the approved form and subject to conditions (i.e. references, qualifications etc.) as set out in the standard offer of appointment for a person in that position.
- Where a medical examination is considered necessary it is essential that the candidate is advised that any offer is subject to a satisfactory medical examination.
- It is necessary that the candidate is advised of the documentation that will be applicable to his employment before he or she commences employment and has signified agreement in writing to those documents that are incorporated (i.e. The Letter of Appointment, Statement of Terms and Conditions, Contract of Employment, Service or Manual and Policies that are applicable).
- Where references are required or the position is subject to the candidate achieving a qualification it must be made clear in writing that the position is subject to satisfactory references or the qualification. This is particularly so where the candidate is to commence work before receipt of references or the qualification.

Candidates who are subject to conditional offers should be informed of the Organisation procedure in this respect and candidates must be advised not to resign from their current post until all necessary checks have been returned and are satisfactory, adhering to the required standard set out in current legislation and guidelines.

1. For offers subject to DBS verification, a final offer of employment will be issued upon the Foundation receiving satisfactory clearance for the specified role as stated in the offer letter.
2. For offers subject to Identity and Right of work verification, a final offer of employment will be issued upon the Foundation receiving satisfactory documentation for the specified role as stated in the offer letter.
3. For offers subject to language competency, a final offer of employment will be issued upon the Foundation accessing the required satisfactory standard.

If there any queries about this procedure they should be directed to **Director of Finance and Resources**.

Proof of Identity and DBS checks

The Foundation is legally obliged to ensure that all employees are permitted to work in the UK. It is a condition of your employment that you comply with all reasonable requests to provide details of your identity, right to work in the UK and place of residence. This will include allowing the Foundation to take copies of your passport or other appropriate documents and to check their authenticity. Copies of any such documents will be kept in your personnel file for such a period as is deemed necessary in compliance with current data protection laws.

The Foundation may dismiss any employee who cannot demonstrate that they are legally entitled to work in the United Kingdom.

It is our standard policy to undertake a basic DBS check for all new staff and existing staff as appropriate. The Foundation will comply fully with the Home Office's Code of Practice on Disclosure and Barring and undertakes to treat all applicants for positions fairly, including ex-offenders in line with the Rehabilitation of Offenders Act.

Last reviewed: October 2025