

Bradford Bulls Foundation Recruitment Policy & Process

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1. Policy Statement

Outlined below is Bradford Bulls Foundations approach to different stages in the recruitment journey, including requesting authority to recruit, advertising, shortlisting, recruitment events and contracting and on boarding of new colleagues. Underpinning all of them is the need for quality basics – facilitation of a fair and objective recruitment process that complies with legislation and our valued behaviours, and offers concise and supportive feedback where applicable in the process.

Managers are also expected to complete relevant documentation in relation to the recruitment process to ensure that all candidates are processed in line with Bradford Bulls Foundation policy and treated fairly.

1.1 Process

The recruitment policy and supporting process aims to ensure that;

- There is a consistent and transparent approach to recruitment across Bradford Bulls Foundation
- We recruit the right number of people with the right skills into the right jobs
- That recruitment activities are commercially focused, cost and time effective
- There is equality of opportunity in all recruitment and selection activity
- We support Equality and Diversity of all candidates and consider candidates from all protected characteristics this is reflected in equality of opportunity in all recruitment and selection activity
- Our workforce is representative of our communities and the neighborhoods in which we work
- Selection is based on merit, following a fair and objective process
- We comply with relevant employment legislation and codes of practice. Bradford Bulls Foundation is a mindful employer, we are committed to employing, retaining and developing the abilities of applicants and colleagues who are living with a disability or with mental health issues. Our recruitment process enables us to provide additional support to applicants through the guaranteed interview scheme (where they meet the minimum criteria for the post) and making reasonable adjustments at the application, interviewing and onboarding stages.

1.2 Authority to Recruit

Bradford Bulls Foundation needs to ensure that all vacancies for which we are recruiting are agreed following the correct process and that budget is secured in advance of any advertising. It is the responsibility of the recruiting officer to ensure that the Authority to Recruit has been obtained by trustees before submitting adverts.

1.3 Advertising

All vacancies can be advertised both internally and externally through targeted jobs boards, job centre plus and where required specialist press. There are some circumstances in which the role may be advertised internally only where the role meets defined criteria as outlined in the recruitment selection and appointment process. Where possible, roles are advertised for a minimum of 2 weeks. All apprenticeship vacancies are advertised for 4 weeks, unless otherwise stated on the advert.

1.4 Selection

We need to ensure that only objective selection criteria are used during our recruitment process. Candidates should be selected utilising the skills, knowledge and experience specified on the Job Description as benchmark indicators.

It is essential that the decision-making process is recorded and that it can be demonstrated that appointments are made only on merit, reflecting our commitment to a fair and consistent process are being followed.

Recruiting managers are responsible for providing constructive feedback on request to all candidates who progress through our recruitment process.

1.5 Genuine Occupational Requirement

On some occasions it is acceptable to positively discriminate, where this is the case roles may be advertised and offered based on specific requirements relating to gender for example this will be specified as a Genuine Occupational Requirement in the advert.

An example of where positive discrimination would be relevant would be when recruiting for a driving role.

1.6 Monitoring

Applications are welcome from all backgrounds and selection is based solely on individual merits and the selection criteria relevant to the post. All equality, diversity and personal identifiable information is removed prior to the Recruiting Manager shortlisting.

Equality and Diversity data is never shared with Recruiting Managers and is used for monitoring purposes only.

2. Standards for Practice

2.1 Data Protection

All recruitment and selection documentation and records are retained and destroyed by the Human Resources Department in accordance with the Data Protection Act 1998.

2.2 Police Act 1997 (Protection of Children) and Protection of Vulnerable Adults 1992

Mandatory Enhanced Criminal Record Disclosure and Barring Checks are carried out for

all colleagues, agency workers and volunteers that have direct contact with children and vulnerable adults. In line with the exceptions order in the Rehabilitation of Offenders Act (1974), due to the nature of these positions, they are exempt from the act and hence qualify for an enhanced level DBS Disclosure.

All applicants are required to declare all convictions including 'spent' on their application form for such roles.

2.3 Previous Applicants Unsuccessful at application

Candidates who have been unsuccessful at the application stage will not be considered for the same role within 6 months of their initial application. This is to allow sufficient time to gain the necessary skills and experience and apply this to their next application.

Unsuccessful at interview

The Recruiting Manager may go back and reconsider candidates within 6 months of interview for the same role and location where second and third choice candidates were identified.

2.4 References

All appointments within Bradford Bulls Foundation are subject to the receipt of 2 satisfactory references. One of these should be the candidate's last employer, unless this is not possible due to the company no longer existing.

References for internal candidates can be obtained by the recruiting manager if required. It will be the recruiting manager's responsibility to request a reference from the colleague's current line manager.

Policy Approved; DATE

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