

# EBVJFC Recruitment Policy

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## PURPOSE

This policy is intended to assist EBVJFC in ensuring all incoming EBVJFC volunteers, staff and members are aware of and meet the minimum behavioural standards expected, and is designed to ensure that child safety, equality, and fair treatment are issues at the core of the EBVJFC culture. Further, it is intended to give EBVJFC Executive Committee guidelines by which to make the right decisions during the hiring process.

## EQUAL OPPORTUNITY AND DISCRIMINATION

The EBVJFC will give equal consideration to the submissions of all applicants, and will not show bias or discrimination on the grounds of gender, race, age, disability, sexual orientation, religion or any other characteristic.

## APPLICANT SCREENING

Prior to commencing employment with EBVJFC and dependent upon the age of the applicant, the successful applicant may be required to obtain a Police Check and a valid Working with Children Check.

EBVJFC may offer a position to an applicant prior to the WWCC being attained, on the condition that the applicant gains one before commencing work.

Working with Children Checks must be uploaded and verified via Everproof and sighted by a current Executive Committee member to meet the requirements.

In addition to these regulated checks, EBVJFC Executive Committee member(s) undertaking the recruitment process must strive to determine the compatibility of all applicants to these standards through the applicants' CV and any resulting interviews.

## CHILD SAFETY OFFICER HANDBOOK

Any applicant hired by EBVJFC will commence under a two month probation period, during which EBVJFC may further assess the applicants' suitability to the role and ensure they pose no threat to child safety standards.

## CONFIDENTIALITY

EBVJFC will treat all information obtained during the application process with discretion, and will not share this information with third parties or other applicants, with the exception of information required for any relevant background checks.

## DISCLOSURE

This Policy must be made available to all applicants from the commencement of the application process, to ensure their full understanding of rights and requirements prior to submitting an application.