



**Recruitment Policy:**

It is our policy to recruit personnel in a fair and impartial manner taking full account of relevant Employment Equality legislation.

We will not discriminate on any of the nine grounds of discrimination.

Data will be held in confidence as per requirements under Data Protection legislation and as outlined in our Data Protection policy.

Positions of responsibility will be advertised internally. Please note this does not and will not limit our searches to internal candidates.

**Employment offers are subject to:**

- Two satisfactory references, one from your most recent employer and one from another employer, or character reference.
- Garda Clearance submitted by CIL.
- Proof from GP of fitness to work in a mental and physical capacity.
- Details and documentary evidence of any relevant qualifications or accredited training of the person.
- A full employment history, together with any gaps in employment explained to our satisfaction.

On appointment the new employee will be issued with a Contract & Terms & conditions of employment which will include the following:

- Job Title
- Rate per hour / salary
- Annual holiday entitlement
- Confirmation of probation period

**Recruitment Process:**

- Advertise in local media, applicable websites, other sources as appropriate using up to date job Description as the basis for the role.
- Gather CVs.
- Send out standard Application Form (if required) with cover letter.
- Send out reply for Application Forms/CVs received within 2-4 weeks of receipt.

- Using a Selection Matrix, the most suitable candidates are selected against the relevant criteria for the role as identified in the Job Descriptions.
- Candidates are called for interview with the makeup of the interview panel being considered to ensure no bias is shown to or against any candidate.
- Using the Interview Rating Form all candidates are assessed against criteria for the role (contained in the Job Description) and in compliance with this policy and prevailing legislation.
- Appropriately qualified, skilled candidates with relevant experience and temperament are offered roles.
- Remaining appropriate candidates are placed on a relief panel, if this is considered desirable.
- Candidates that are not deemed suitable are informed by post.

Successful candidates, on acceptance, are given start dates and begin Induction Training as outlined in the Induction policy.

Approved by:  
Maria Mulligan, CEO, SCIL  
Date: April 2021