FLOW DIAGRAM 3

RECRUITMENT AND SELECTION PROCEDURES

The first stage of any recruitment process involves planning. Skills and experience that an individual would need to fulfil the requirements of the role must be decided and a person specification drawn up

↓

Details of the post are circulated as widely as possible ensuring that any recruitment information promotes equality of opportunity

↓

Application information including a job description, an applicant's specification, application form, self declaration form and any other relevant documentation will be sent to applicant for completion by the Club Official

↓

Completed application form to be sent to the Club Official. Completed Self Declaration form to be sent to the Archery GB CPO and ensure to mark the envelope 'Strictly Private and Confidential Addressee Only'. The Archery GB CPO will return the completed Self Disclosure form to the applicant for disposal if unsuccessful

↓

Applicant is considered suitable for interview

↓

Yes

↓

Applicant is interviewed

↓

If Applicant is successful on interview references from appropriate referees are obtained

Applicant is not considered suitable for interview

↓

No

↓

Applicant and Archery GB CPO notified and process stopped

↓

CRB Enhanced Disclosure Application form requested for completion. These can be obtained from the Archery GB CPO. All completed CRB Disclosure Application forms must be sent to the Archery GB CPO ensuring to mark the envelope 'Strictly Private and Confidential Addressee Only'

↓

The Archery GB CPO receives a copy of the Applicant's CRB Enhanced certificate and cross-references this with the Self-Disclosure Application form

↓

Are there any convictions / cautions revealed on the CRB certificate?

↓

No

↓

The Archery GB CPO sends confirmation letter to the Archery GB Club Secretary advising that applicant is suitable to work with children, young people and vulnerable adults from the information provided on the CRB certificate

↓

Club Interview Committee at this stage should consider all information received to enable them to make a final recruitment decision

↓

If recruited induction process to be commenced

Yes

↓

Archery GB CPO to refer to the Archery GB Case Management Referral Panel

↓

Outcomes:

- Further information requested
- Liaison with Police/Courts for further information
- Applicant considered suitable for position applied for and Club Secretary advised
- Applicant not considered suitable for position applied for and Club Secretary notified

↓

If applicant not recruited and disagrees with the panel decision applicant can take this to the Appeals Panel