

# ***THE PARACHUTE OUT OF SCHOOL CLUB***

## **RECRUITMENT AND SELECTION OF STAFF PROCEDURE**

The Parachute Club is committed to providing opportunities for the development and promotion of existing staff and therefore, where appropriate will consider recruiting internally before considering external candidates.

Whilst the Parachute Club is a up and coming business, employees will be selected on the basis of their suitability for a vacant position. The Parachute Club gives no recognition to people's sex, race, colour, religion, sexuality, marital status, disability or any other personal characteristic for a job.

The Management will ensure they have a good understanding of the selection criteria for the positions, which are to be filled such as the necessary skills, qualification and previous experience.

All new staff will be taken through an interviewing process and will be asked to provide a minimum of 2 x referenced, identity proof example passport or driving licence and will have a criminal record disclosure carried out to check the suitability of working with children.

**Updated and Reviewed :20/02/2008**