



# Ormond Recruitment Policy

## PURPOSE

This policy is intended to assist the Ormond JFC in ensuring all incoming members, who hold official roles within the club, meet the minimum behavioural standards expected. It is designed to ensure that child safety, equality, and fair treatment are at the core of the Ormond culture.

## EQUAL OPPORTUNITY AND DISCRIMINATION

- Ormond JFC 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.
- Those involved in recruitment of club officials will treat all applicants with the same respect and will provide an “even playing field” during interviews. This includes, but is not limited to, using the same base list of questions for applicants, allowing the same amount of time for interviews, and allowing the applicants equal chances to ask their own questions.
- Ormond JFC will not terminate the official role of any member on the basis of gender, race, age, disability, sexual orientation, religion.

## APPLICANT SCREENING

- It is the responsibility of the Ormond Committee to conduct adequate background checks on applicants under consideration for a position with Ormond. The applicant may only be offered a position if they both agree to and satisfactorily pass these requirements.
- Applicants must supply personal and professional referees with their application. Ormond Committee will contact these referees to ensure the suitability of the applicant to our organisation. Or: Applicants must fill out the relevant Application Form of the position they are applying for.
- Prior to being offered a full-time permanent position with the SMJFL, applicants must hold a Working With Children’s Check (if over the age of 18 years).
- Prior to being offered a position with Ormond JFC, applicants will be required to sign a “Committee Code of Conduct” and “Child and Young Person Code of Conduct”.

## CONFIDENTIALITY

- Ormond JFC 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 the stated background checks or if any child related risk issues arise.

## 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

**Written By:** Kirstie Edwards - CSO

**Approved By:** Gavan Dwyer – President OJFC

**Endorsed By:** OJFC Committee

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