

**Recruitment – Advertising the Role**

Innov8 Sportz C.I.C operates clear and fair recruitment procedures in order to maintain a high quality team, best able to serve the needs of its partners and the wider constituency of sport.

**Job Descriptions**

Before any post is advertised or offered there should be an agreed Job Description. The Job Description will follow a format and will clearly and concisely describe the job on offer. All job descriptions will be drawn up in line with the requirements necessary for the effective performance of the individual post concerned. Standard requirements (eg requiring a degree / specific qualifications), which may exclude those from disadvantaged / minority backgrounds will not be used, unless their inclusion is a statutory requirement, or if the job could not be done without them.

**Advertising / Communication**

Where a Job has been agreed, Innov8 Sportz will aim to communicate the availability of this post throughout the networks available to it, bearing in mind any timeframes which may be imposed (for example by funders / partners). These networks may include newspaper advertising, internet advertising, Sport England, partners’ networks, individuals on Innov8 Sportz’s database, Innov8 Sportz C.I.C employees.

All advertisements should briefly describe the job in clear simple English and make it clear that they welcome all suitably qualified applicants. Where specific checks may be required (egDBS checks) this should be mentioned in the advertisement, if at all possible. It should be clear to candidates where they should go for further information or to apply and when the closing date is. Interview dates should be included on the advert, if possible.

**Internal applicants should inform their Manager of their intention to apply.**

**Application forms**

Application forms should be sent out, together with appropriate background material, to give candidates the best chance of making a good application. It should be made clear that CV’s should not be submitted in place of filling in an Innov8 Sportz application form, although these may be appended for further information. Anyone who simply submits a CV will not be considered although this may be returned with a request that the candidate fills in the Innov8 Sportz C.I.C application form.

**Confidentiality**

All applications forms and other information provided will be regarded as confidential to the process and documents relating to the unsuccessful candidates will be dealt with in accordance with data protection/legal guidance.

**Documentation relating to the successful applicant should be kept in a personal employee folder for confidential filing.**

**Personnel records**

Successful applicants will be allocated an employee folder which will contain all the relevant information about their recruitment. This folder will be accessible to the employee during their employment and will be used to store other important records, such as appraisals, individual meetings and training and development undertaken.

**Data relating to staff is not to be revealed, verbally or in writing to anyone who does not have rights to such data.**

**This Policy was approved by the Innov8 Sportz C.I.C Board on 31/8/2012, was reviewed 11 November 2013 and again in August 2015 and is due for further review August 2016.**