

# RECRUITMENT PROCEDURE

- A subgroup of the parish pastoral council will oversee recruitment and selection of staff and volunteers in the parish. This sub group will be called the recruitment committee.
- The recruitment committee shall consists of at least three people -  
the chairperson of the parish pastoral council,  
the parish priest or his nominee,  
the parish child protection representative  
and one other person, if necessary, to achieve gender balance.
- Posts will be advertised as appropriate -  
Indicate title of position / post.  
Identify skills / qualifications where necessary.  
Identify duration of contract.  
Indicate closing date for receipt of applications.  
Details re obtaining application form and declaration form.
- All staff and volunteers must complete an application form, declaration form, supply ID and the names of two referees (not related).
- Where an interview is held, an interview board shall consist of at least two members of the recruitment committee (see above) together with any other person as may be deemed appropriate.
- Short listing criteria to be decided by interview board.
- Applicants to be given up to ten working days notice of interview.
- All applicants will be notified about the outcome of the interview.
- A successful applicant will receive a letter of appointment and return a letter of agreement.
- Garda and Access NI vetting to be sought where necessary. Applicants with convictions against children will be excluded from all positions.
- References may be requested from two referees.
- Appointees will undertake a probationary period.