

Recruitment Procedure

This procedure should be read in conjunction with the 'Staffing Arrangements Policy'

Role Advertisement & Selection

- Greater West Childcare is committed to the development of existing staff, and as such, external advertising may not be required if an appropriate individual can be identified internally.
- When developing an advertisement for a job, the following will be considered:
 - Selection criteria and requirements for the role being advertised
 - The service's commitment to child protection is clearly stated
 - The language in the advertisement reflects diversity and equity legislation
 - Requirement of names and contact numbers of at least two referees
- Each applicant will be assessed for suitability for the advertised position. Applicants that meet the desired criteria will be short-listed for a screening phone call, and those who show potential will be invited for an interview.
- The referees provided by the applicant will be called prior to the interview so that any concerns raised by them can be raised with the applicant at the interview.
- In developing interview questions considerations will be given to the Child safety standards, diversity & equity legislation, and anti-discrimination acts.
- Each applicant will be treated fairly, courteously and equally.

Upon Selection

- All staff and volunteers will be subject to a Working with Children Check carried out by the NSW Office of the Children's Guardian. The new employee's working with children check is required to be validated prior to their attendance at their first shift.
- Some roles may also require the new employee to clear a National Criminal History Check and provide additional training certificates to ensure they are suitable.
- The new employee will be given the necessary employment documents to complete and return on or before their first shift, along with other relevant information.
- Induction of the new employee will be undertaken prior to or as soon as practical after their first shift to ensure that they are familiar with the centre's practices.

PROCEDURE VERSION AND REVISION INFORMATION

	Current version	1
Authorised by GENERAL MANAGER	Last review	March 2021