

GUIDANCE 1

RECRUITMENT SELECTION CHECKLIST

Contact with children and young people	<ul style="list-style-type: none"> • What contact with children and young people will the position involve? • Will the position involve unsupervised contact with children or young people, or does it involve a position of trust? • What other forms of contact
Defining the role	<ul style="list-style-type: none"> • Have the tasks and skills necessary for the position been considered? • Does the task description refer to working with and having responsibility for children or young people?
Key selection criteria	<ul style="list-style-type: none"> • Has a list of essential and desirable qualifications, skills, and experience been developed?
Written application	<ul style="list-style-type: none"> • Have all applicants been asked to supply information in writing, including personal details, past and current work or volunteering experience? • Have application forms been developed?
Interview	<ul style="list-style-type: none"> • Have at least two representatives been identified to meet with the applicant to explore information related to their application? • Have the applicants and application forms been carefully considered, highlighting points to raise? • The applicant's attitudes towards working with children and young people. • Areas you want to explore in more detail. • Gaps in employment history. • Vague statements of unsubstantiated qualifications . • Frequent changes of employment? • Has the successful applicant been asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children and young people? • Has the successful applicant been asked to declare any past criminal convictions and cases pending against them?
Identification	<ul style="list-style-type: none"> • Have applicants been asked, where necessary, for photographic documentation to confirm their identity and place of residence? • Will documentation
Qualifications	<ul style="list-style-type: none"> • Are applicants asked for documentation to confirm their qualifications?
Garda Vetting Procedure	<ul style="list-style-type: none"> • Does the position require the applicant to be Garda vetted? • Has the applicant been informed that they may need to undergo Garda vetting before taking up any appointment? • Does this applicant require a certificate of police clearance from other countries in which they have worked or volunteered?
Records	<ul style="list-style-type: none"> • Are details of the selection/induction process retained in the personnel file of the successful applicant? • Are references kept on file as part of the record of the recruitment process? • Are personnel informed that information such as application and declaration forms are held on file?

Confidentiality	<ul style="list-style-type: none"> • Is information about the applicant seen only by those directly involved in the recruitment process? • Are applicants reassured that information about them, including information about convictions, will be treated in confidence and not used against them unlawfully?
References	<ul style="list-style-type: none"> • Are applicants asked to supply the names of two referees who are not family members, or who are not involved in the recruitment process, and ideally who have first-hand knowledge of the applicant's experience of work or contact with children? • Are referees asked specifically to comment on the applicant's suitability to work with children? • Are all references provided in writing and verified by a follow-up telephone call?
Suggested questions for referees	<ul style="list-style-type: none"> • The post involves substantial access to children. As a church authority, Franciscan Province of Ireland are committed to the welfare and safeguarding of children and young people. • Have you any reason at all to be concerned about this applicant being in contact with children and young people? • How long have you known this person? • In what capacity? • Would you have any hesitation in them taking up this position?