



HALLS HEAD BOELING & RECREATION CLUB INC

RECRUITMENT POLICY 2023-2024

The objective of this policy is to ensure that all employees are aware of their obligations when engaged in recruitment and selection of employees.

SCOPE

The Club prides itself on being an equal opportunity employer. This means that the Club will treat all job applicants equally and fairly during the recruitment and selection process.

The Club expressly prohibits Management or employees involved in recruitment and selection from engaging in any form of bias, discrimination or favouritism.

Internal and External Recruitment and Selection

The Club will usually advertise vacant and newly created positions to current employees by posting them on the noticeboard located in the Clubroom. However, the Club reserves the right to externally advertise a vacant or newly created position.

1. Current employees applying for an advertised role must complete and submit a job application form which can be collected from the Club Secretary on or before the closing date. Employees who do not complete the application form will not be considered for the role.
2. Current employees who are not successful in gaining an interview for an advertised position shall be notified.

BREACH OF POLICY

The Club has an obligation to consistently apply and enforce this policy. Likewise, employees must comply with this policy.

Any employee who breaches this policy shall be subject to counselling and/or disciplinary action, which may include termination of employment.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

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Signed: [Signature] Club President Date: 13th June 2023

Signed: [Signature] Club Secretary Date: 19th June 2023

Next policy review date is June 2024