**The Recruitment Process- Flowchart 1**

Applicant completes and returns the application form and Disclosure Forms (if appropriate) to the recruiter Club.

Job description, person specification and application form produced

Vacancy exists within club/organisation

Short listing

Written application accepted

Applicant invited to interview

Written application rejected

Applicant sent letter of rejection

Interview

Applicant successful at interview

Offer made subject to:

* satisfactory personal references obtained
* Criminal Records Disclosure and/or self-disclosure check completed by applicant if appropriate

Applicant unsuccessful at interview

Applicant sent letter of rejection

If practicable, recruit mentored by experienced person

Induction programme commences, reinforcing roles and responsibilities

and identification of training opportunities

Induction & Training

References and Criminal Records Disclosures satisfactory. Appointment confirmed

References and Criminal Records Disclosures unsatisfactory. Applicant sent letter of rejection and offer withdrawn.

References & Checks