



Recruitment Procedure

It is the policy of Anam Cara to have clear recruitment procedures in place.

Anam Cara will ensure that all staff and volunteers are carefully selected by undertaking the following:-

- Devising a clear job description which outlines the qualifications, skills and experience needed
- Advertising as widely as possible using the agreed job description
- Requesting candidates to supply information on an agreed application form, which should include information re personal details, past and current work/volunteering experience, qualifications or skills relevant to the post
- A declaration form should be submitted in relation to criminal convictions
- Two forms of identification including photo ID such as passport/drivers licence and a copy of a utility bill no less than 3 months old.
- Two written references should be supplied
 - These must be followed up with a phone call to verify that they are bone fide
 - This is also an opportunity to ascertain if there have been any concerns that have not been outlined in the written reference
- Seek Garda vetting in relation to all candidates, staff or volunteers (under review)