

SPORT FOR LIFE SOCIETY POLICY

POLICY TITLE: HIRING AND SCREENING POLICY	
Date Created: January 18, 2016 Date to Review: January 2018 Date Approved: January 19, 2016	Number of Pages: 1

1. POLICY STATEMENT

- 1.1 Sport for Life Society is committed to recruiting and selecting individuals who are the most qualified to perform the requirements of each position available.

2. APPLICATION

- 2.1 The Equity & Access Policy ensures that Sport for Life Society provides people with a full and equitable range of opportunities to participate and lead.

3. PROCEDURES

3.1. Job Postings

- a) Candidates for job vacancies may be from existing staff or from outside sources;
- b) All existing or new positions within the Society require a job posting.

3.2. Employment Checks, References and Recommendations

- a) The Association checks the employment references of all final candidates for employment;
- b) Offers of employment are contingent upon obtaining satisfactory reference checks;
- c) In order to protect an applicant's privacy, reference checks are not made unless the candidates' permission is obtained;
- d) Successful applicants will be given an offer of employment conditional upon the provision of their consent to a criminal background check and/or an employment reference check. Without such agreement, or if the results of such checks are unsatisfactory to the Society, the offer of employment will be withdrawn.