

**SPORT FOR LIFE SOCIETY PROCEDURE**

<b>TITLE: HIRING AND SCREENING</b>	
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**1. PURPOSE**

- 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**

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

**3.2. EMPLOYMENT CHECKS, REFERENCES AND RECOMMENDATIONS**

- i. The organization checks the employment references of all final candidates for employment;
- ii. Offers of employment are contingent upon obtaining satisfactory reference checks;
- iii. In order to protect an applicant's privacy, reference checks are not made unless the candidates' permission is obtained;
- iv. 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such agreement, or if the results of such checks are unsatisfactory to the Society, the offer of employment will be withdrawn.