Recruitment Policy
Introduction

The purpose of this recruitment and selection policy is to ensure we attract talent and recruit the best possible candidates, on the basis of their relevant merits to support the delivery of our corporate strategy, in an equal and inclusive way that is consistent with employment legislation and good practice.

British Wrestling is committed to a policy of equal opportunities in the Sport and in all aspects of employment. We are committed to equality of opportunity at all stages of our recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to gender, transgender status, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

This Recruitment Procedure document sets out the recruitment process from when notice of a vacancy arises to onboarding.

We will treat all internal and external candidates with respect, consideration and fairness. The information that they provide in pursuit of their application will be treated confidentially. Applications will be processed in accordance with the GDPR 2016 and the DPA 2018. Any information relating to an application will be destroyed after six months.

Our recruitment principles

- We believe in diversity and encourage applicants from all sections of the community
- We are committed to staff development and will look to promote from within our team at British Wrestling. In cases where there is a clear succession plan in place and investment has been made to prepare an employee for promotion (for example), a decision may be taken to appoint that person without the need to invite other applicants, either internal or external.
- When there is no succession plan for the position or where there is no clear internal candidate, we may either initially advertise the position within British Wrestling or advertise the position internally and externally at the same time.
- We will never exclusively advertise a post externally. For any newly created positions we will always advertise the position internally and externally (if there is no succession plan in place or no clear internal candidates.)
Regarding SLT positions or those with a high degree of specialisation we retain the right to use executive search agencies rather than conventional advertising. Internal candidates will still be considered if this route is taken.

To ensure that we select the right people in a fair and consistent manner, the Association shall:

- Recruit people who have the experience, skills, knowledge and qualifications necessary to be successful in the job
- Be objective always
- Avoid discriminatory language or actions

Key Recruitment Principles

- **EQUALITY** There should be equality of opportunity in all recruitment processes. Selection processes must be based on objective criteria that are impartial, applied consistently and prevent implicit bias.
- **ATTRACTION** The recruitment and selection process seeks to attract, recruit and retain the most talented people for the organisation.
- **TRANSPARENCY** All candidates should be treated fairly using a transparent process. This includes documenting objective selection criteria, the reasons for selection decisions and providing feedback to unsuccessful candidates that attended interview.
- **OPEN COMPETITION** The process is one of open competition that should attract a diverse range of talented applicants. Candidates should be provided with access to information about the job, the required knowledge, skills & experience required and details about the selection process.
- **POSITIVE EXPERIENCE** All candidates should have a positive experience, whether they are successful or not. The recruitment process should ensure that the University attracts talented candidates and is presented in a positive manner that enhances its reputation.
- **BEST PRACTICE** All staff involved in recruitment should complete appropriate training; specifically in Equality and Diversity principles and be confident in delivering best practice at all stages of the process.
- **CONFIDENTIALITY** All information relating to any recruitment process must be treated confidentially and in accordance with data protection law.

**Internal Recruitment**

Internal advertisements will be circulated to all staff via email/intranet. We would ask that you inform your manager before you apply for an internal role. If an internal appointment is made,
the employee’s commencement date in their new role will be agreed by the respective managers of their current and new employing departments and by Human Resources. You will not be released from your current role until the transfer date has been agreed.

If you are still within your probationary period, you will not be able to apply for an internal vacancy; applications will only be received once you have passed your probationary period. If you are under notice of a disciplinary or capability warning, you are able to apply for an internal vacancy.

**External Recruitment**

If there is a requirement to look at external candidates, the approach and the choice of media will be determined by the line manager. These may include:

- Advertising in carefully selected and targeted media
- Using a search and selection approach; or
- Specialist recruitment agencies using candidate networks, databases and their own advertising channels.

If external advertising is used, selected media will normally include the British Wrestling website as well as Sport England and UK Sport websites. Factors to be considered will include:

- Recruitment costs
- Urgency of appointment
- Internal resource availability for managing the selection process
- Labour market characteristics and public relations

Anyone who is involved in any stage of the recruitment process must demonstrate a clear understanding of this procedure.

**Offers of employment**

It is the Association’s practice to seek the successful candidate’s consent for it to obtain two written references and to ask for documentary proof of qualifications. Any offer of employment will be conditional on these requirements being satisfactory and the candidate also satisfying right to work in the UK checks.
Data Protection

We process personal data collected during the recruitment process in accordance with our data protection and our DBS policy. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. Inappropriate access or disclosure of job applicant data constitutes a data breach and should be reported in accordance with the Association’s data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the Association’s disciplinary policy. Candidates will be issued with an applicant privacy notice relating to our recruitment practice in compliance with Data Protection legislation.

Establishing the right to work in the UK

We recognise our legal obligations in ensuring that it only recruits those people who are entitled to work in the UK. Under the terms of the Immigration, Asylum and Nationality Act 2006, it is illegal to recruit a person who has no right to work in the United Kingdom. To comply with the Act, we will ensure that evidence of the right to work in the UK is obtained from everyone prior to work or employment commencing. The onus is upon all managers and employees responsible for and involved in the recruitment process to ensure that this policy is understood and adhered to.

All employment is conditional upon employees having the right to work in the UK in the role in which they are employed. Employees must provide evidence of their right to work in this role prior to starting it. Should an employee fail to provide evidence or, for whatever reason, their right to work is revoked, the Association reserves the right to terminate their contract of employment or withdraw a conditional offer.

Procedure

In order to establish that a candidate has the right to work in the UK, the person responsible for recruitment is expected to do one of the following:

- Receive written confirmation from recruitment agencies, or any other person or Association retained to introduce prospective candidates, that they have checked and can confirm that any candidate introduced by them has the right to work in the UK. View one of the original documents or combination of documents (photocopies are not
acceptable) set out in the UK Border Agency lists of prescribed documents as shown on page 5. The most popular documents used for establishing the right to work in the UK is a passport showing the individual is a British citizen or a citizen of the European Economic Area or Switzerland.

- All documents will be treated equally and not used as a method of selection. A photocopy of the document must be taken at offer stage and retained with the candidate’s details and, if the applicant is successful, the photocopy must be held in his or her HR file, for the duration of employment or engagement.

- The right to work in the UK must be established before an individual becomes an employee or engaged as a casual worker. It is a stipulation of the Act that the individual cannot do any work, including training or induction, until they have produced proof of the right to work. If a job candidate refuses or fails to produce specified documentary evidence throughout the recruitment process, this would justify a refusal to employ or engage.

The penalty for employing or engaging an individual who does not have the right to work in the UK is a large fine and, in some cases, imprisonment.
A document from list A or a combination of documents from List B are required as proof of an individual’s right to work in the UK.

### List A

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has no right of abode in the UK, or to have no time limit on their stay in the UK.
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents or adoptive parents, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 1

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

### List B Group 2

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.