



RECRUITMENT POLICY

General principles

1. AFF is an equal opportunity employer and is fully committed to a policy of treating all of its employees and job applicants equally.
2. AFF will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline, selection for redundancy and dismissal.
3. AFF will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to age, disability, gender reassignment, marriage/civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation. These are known as the 'protected characteristics'.

Recruitment, advertising and selection

4. AFF is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.
5. AFF aims at all times to recruit the person who is most suited to the particular post. Recruitment must be solely on the basis of the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification.
6. Advertisements will aim to positively encourage applications from all suitably qualified and experienced people. Existing employees are to be encouraged to apply for vacant posts if they have the required skills, qualifications and experience.
7. When advertising job vacancies, in order to attract applications from all sections of the community, AFF will, as far as reasonably practicable:
 - Ensure advertisements are not confined to those areas or publications which would exclude or disproportionately reduce the numbers of applicants with a particular protected characteristic.
 - Avoid setting any unnecessary provisions or criteria which would exclude a higher proportion of applicants with a particular protected characteristic.
8. The selection process will be carried out consistently for all jobs at all levels.
 - All applications will be processed in the same way. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application.

- Person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job.
 - Shortlisting and interviews must always be carried out without regard to the protected characteristics. Any applicant who has a disability must not be excluded unless it is clear that:
 - the applicant does not meet the minimum criteria outlined in the person specification and;
 - they would still fail to do so even if reasonable adjustments were made to work provisions, criteria or practices
 - Wherever possible, all applicants will be interviewed by at least two interviewers and all questions asked of the applicants will focus on the needs of the post and the skills, qualifications and experience needed to perform it effectively.
 - The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.
 - Selection may be deferred in any instance where a second interview is considered necessary and appropriate.
9. Reasonable adjustments should be made to the recruitment process to ensure that no applicant is disadvantaged because of their disability. AFF will have regard to its duty to make reasonable adjustments to work provisions, criteria and practices or to physical features of work premises or to provide auxiliary aids or services in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.
10. If it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves unsociable hours or extensive travel), this will be discussed objectively, without detailed questions based on assumptions about any of the protected characteristics.

Seeking references

It is AFF's policy to seek at least two written references, one of which must be from a previous employer. (If this is the successful candidate's first job, a school teacher or higher or further education lecturer should be one of their referees.) Referees will only be contacted once a job offer has been made.

We may also ask for documentary proof of qualifications and will seek proof of your eligibility to work in the UK.

Any offer of employment will be conditional on receipt of satisfactory references and documentation (as specified above).