



## Coaching & Education CIC Ltd Recruitment Policy

Our recruitment procedures are fair, legal and ethical with specific regard to actively promoting diversity and inclusion within the workplace. We exercise recruitment good practice no matter what role.

The receipt of references which the Company considers to be satisfactory from referees nominated by the candidate (one of whom should be from their current or most recent employer).

The receipt of a form of documentation that satisfies the Company that the candidate has the right to work in the UK under the Asylum and Immigration Act.

The receipt of the candidate's P45 or completed P46

Disclosure prior to commencement of employment/work with the Company, via a self-declaration form, criminal convictions, cautions, warnings or final reprimands that are not spent or protected in accordance with Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 and Protection of Freedoms Act 2012.

Criminal record checks are required for specific roles in the Company including those who work with children, young people, adults at risk and financial data. Criminal record checks will need to be undertaken as soon as possible and be satisfactory to the Company. The Company reserves the right to withdraw any offer of employment prior to commencement of service or disciplinary action and/or the Company may give notice to terminate employment should the candidate fail the checks or demonstrate unreasonable refusal to undergo this process.

Please note that for certain roles the individual may be required to undergo a medical prior to employment being confirmed.

### **DISABILITY**

In the event a candidate has a disability, reasonable adjustments can be made in respect of the recruitment process if requested.

### **EQUALITY AND DIVERSITY**

The Company coordinates ensures everybody connected with Arsenal – irrespective of race, colour, nationality, religion or belief, sex, sexual orientation, marriage and civil partnership status, age, ethnic and national origin, disability or gender reassignment - feels an equal sense of belonging.

