



Staff Recruitment Policy

Heading	What to include
Policy title	Staff Recruitment Policy
Purpose	The Staff Recruitment Policy has been established to ensure Auburn Islamic Community Centre can attract the best available staff and volunteers for all vacant positions. This policy relates to employment of all staff and volunteers other than the CEO and President.
Policy Details	<p>Auburn Islamic Community Centre is committed to providing high quality programs and services to our community. To support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant positions.</p> <p>Auburn Islamic Community Centre will ensure it has the best opportunity to attract the best available staff by broadly advertising (internally and externally as deemed appropriate) all vacant remunerated positions and volunteer vacancies.</p> <p>Auburn Islamic Community Centre will take all reasonable steps to ensure that applicants may be safely entrusted with the duties of their position.</p> <p>Auburn Islamic Community Centre will internally advertise all vacant positions to current staff and volunteers to encourage career advancement and increase participation.</p> <p>Auburn Islamic Community Centre is committed to providing a work environment that is free from harassment and discrimination.</p> <p>Auburn Islamic Community Centre will take care to run Police checks on employees to ensure the safety and security of those involved in the centre.</p> <p>Auburn Islamic Community Centre will take care to request employees WWC if they are being employed to deal with children.</p> <p>All recruitment and selection procedures and decisions will reflect Auburn Islamic Community Centre's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications, and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment, or political opinions.</p>
Reference Checking	<p>Managers are to ensure that, where possible, a minimum of two reference checks are conducted prior to an offer of employment being extended to a candidate.</p> <p>Details of the reference checks should be attached to the candidate's application for future reference.</p>

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Publication	The publication of this Staff Recruitment Policy will be made on the official AICC website. It will also be reviewed and discussed staff meetings. It will be used as part of inductions and training as needed.
Review	Reviews and amendments by be done at any time and at our own discretion. The amended Staff Recruitment Policy will be updated once these changes are made, onto our website. We recommend you check our Site regularly to ensure you are aware of our current Staff Recruitment Policy.