



Funtastic Club Policies & Procedures

Number 14 Staff Recruitment Policy



Staff Recruitment Policy

On the event of a position becoming available within Funtastic Club, the following recruitment process will take place.

Step One:

The position will be advertised within local publications such as Job Centre, childcare websites, along with schools associated with Funtastic Club (Christchurch Infants & Juniors).

Step Two:

After completing an initial application form, the shortlisted candidates will be invited to attend an interview with the owner of the Club and maybe the senior staff members being in attendance.

Step Three:

The successful candidate will be contacted and invited to join our existing staff at the club for a 'taster session'. Here the candidate will have the opportunity to see the club at work and ask any questions they may have. At the end of the session, an informal meeting will be held with the candidate and the club owner to discuss final arrangements for commencing employment if deemed appropriate.

Reference and DBS (disclosure and Barring Services) checked will be carried out and if suitable replies an offer of employment will be made.

Assessors Name	Updated on	Reviewed on	Signature
Regine Natchoo	September 17	September 18	R.Natchoo
Regine Natchoo	September 18	September 19	R.Natchoo