

Loreto Sisters

Recruitment Checklist

Stage 1: Advertise position.
Stage 2: Applicant is given: application form, declaration form <ul style="list-style-type: none">• ROI - staff/volunteers in non -supervisory roles.• NI - staff and volunteers in non -supervisory roles,• NI - Ministers of the Eucharist visiting the housebound. list of suitable IDs (original document), Loreto policy statement, Loreto procedures, Loreto code of behaviour, whistle blowing policy, complaints policy.
Stage 3: Applicant returns application form, declaration form (see above), and supplies ID (original document).
Stage 4: Local leader checks application form, declaration form (see above), ID and records this on the application section of the verification.
Stage 5: Where applicable, the local leader sends the two named referees a confidential reference form each and checks them when they are returned.
Stage 6: Local leader & another suitable person/s holds an interview/informal conversation with the applicant.
Stage 7: Successful applicant completes Garda /Access NI vetting. This is recorded on the vetting section of the verification form by the local leader only .
Stage 8: Following the vetting disclosure and the decision to employ or not the recruitment committee sends the successful applicant a letter of appointment.
Stage 9: Successful applicant returns a letter of agreement to the recruitment committee.
Stage 10: Store application form, declaration form (see above), references, application & vetting verification form, copy of letter of appointment, letter of agreement in a safe, secure place in the local leader's office.

