

Loreto Sisters

Recruitment Procedure

- Posts will be advertised as appropriate:
Indicate title of position / post.
Identify skills / qualifications where necessary.
Identify duration of contract.
Indicate closing date for receipt of applications.
- All staff and volunteers must complete the appropriate application form and supply ID (original document).
- Declaration form to be completed by the following:
 - ROI - staff/volunteers in non -supervisory roles.
 - NI - staff and volunteers in non -supervisory roles,
 - NI - Ministers of the Eucharist visiting the housebound.
- Where an interview is held, an interview board shall consist of at least two members of the recruitment committee (see above) together with any other person as may be deemed appropriate.
- Short listing criteria to be decided by the interview board.
- Applicants to be given up to ten working days notice of the interview.
- All applicants will be notified about the outcome of the interview.
- Garda and Access NI vetting must be completed for those who supervise children. Applicants with convictions against children will be excluded from all positions.
- A successful applicant will receive a letter of appointment and return a letter of agreement.
- Appointees will undertake a probationary period.
- The application & vetting verification form for the relevant jurisdiction must be completed. **The vetting section of this form is completed by the local leader only.**



July 2022