



Republic of Ireland Taekwon-Do Association (R.I.T.A.)

Instructor and Assistant Recruitment Policy and Application Form

Republic of Ireland Taekwon-Do Association Recruitment Policy (Ref Our Duty to Care)

Safe practice starts with safe recruitment procedures and involves:

- Always applying thorough selection procedures, no matter who the applicant happens to be
- Judging the suitability of applicants in relation to a broad range of matters
- Taking all reasonable steps to eliminate people who are not suitable for working with children
- Providing training. Most people who apply to work with community and voluntary organisations on either a voluntary or paid basis are interested, well-motivated and suitable for the various tasks involved.

When Recruiting Instructors/assistants an R.I.T.A. School shall undertake to provide the following:

(i) **Clear definition of the role of employees or volunteers:** This means clarifying and agreeing expectations regarding the role of a new worker, and involves identifying the minimum level of personal qualities and skills required to fill the post.

(ii) **Application Form:** An application form, with a clear job description e.g. Instructor\assistant. The form should be designed, as far as possible, to collect all relevant information about the applicant, including past experience of working with children.

(iii) **Declaration:** All applicants should be required to sign a declaration stating that there is no reason why they would be unsuitable to work with young people, and declaring any past criminal convictions or cases pending against them.

(iv) **Interview:** All applicants should be interviewed by a panel comprising of at least two representatives of the organisation. Interviewers should explore the information stated on the application form and assess the applicant's suitability for the post. The information supplied by the applicant and any other information supplied on their behalf should only be seen by persons directly involved in the recruitment procedure.

(v) **References:** An applicant should be expected to supply the names of two referees (not family members) who will testify as to their character, their suitability to the role of employee/volunteer, or any other issues which may affect their ability to perform the tasks required of them. At least one referee should have first-hand knowledge of the applicant's previous work or contact with children. An acceptable reference will indicate that the person is known to the referee and is considered suitable by them to work with young people. All references should be received in writing and later confirmed by telephone, letter or personal visit. Any additional information should be attached to the application form. If the applicant has had a previous involvement in sport, one of these names must be that of an administrator/leader of your last school/place of involvement.

(vi) **Identification:** The organisation should ensure that the identity of the applicant is confirmed against some documentation (ID card, driving licence or passport) which gives his or her full name, address together with a signature or photograph. This should be compared with the written application.

Induction and training

When an applicant has been accepted, the following processes should apply:

(i) Induction: If, following the application and interview process the applicant is accepted, they should then be required to undertake an induction course. Induction should be a planned programme that enables workers to get to know the organisation, their colleagues, their job and other organisations doing the same type of work. It should also cover expectations, conditions and procedures for dealing with discipline, grievances and allegations, and the organisations child protection policy.

(ii) Trial period: Appointment should be conditional on the successful completion of a trial period, the length of which should be decided at the outset. It gives an opportunity to assess the suitability of a new worker to work with children and his or her commitment to the organisations policies on safe practices.

(iii) Records: details of selection and induction should be recorded, along with notes on any matters arising during any part of the process.

(iv) Additional training: To maintain quality standards and good practice, training should be provided on an ongoing basis for all instructors/assistants by providing training in the form of the Child Welfare in Sport Basic Awareness Workshop and subsequent Children's Officer training.

Recruitment pre requisites

R.I.T.A. Schools will take all reasonable steps to ensure that Instructors\assistants are suitable to work with children and young people.

All Instructors\assistants are required to complete an application/self-declaration form, giving the names of two referees who will then be contacted. Written references will then be verified and kept on file. Applicants are also required to produce valid photo ID.

All Instructors/assistants subject to Garda vetting.

All applicants to be interviewed by School Recruitment Committee

Following interview all appointments are subject to approval and ratification by the committee of the requisite R.I.T.A. Schools

All Instructors, managers and volunteers will be subject to a sign up procedure in which they undertake to abide by R.I.T.A. rules and codes of conduct and good practice. (Appropriate confidentiality will be maintained in regard to all application and reference forms)

Once recruited, R.I.T.A. Schools will make all efforts to support and manage Instructors, managers and volunteers ensuring that no person is expected to work alone.

Application Form

Applicant Number

Position Applied For: _____

School Name: _____

Please use BLOCK LETTERS when completing this form

This form must be completed and returned one month before the commencement

Surname

First Name

Day Time Tel No:

Mobile Number:

E-mail address:

Correspondence Address:

Instructor\Assistant History

School:	From:	To:

Data Protection Act 1998

The data collected on this form will only be used for the purpose of the school administration and will not be disclosed to any external sources without your express written consent. By signing this form you are consenting to the school holding your information for the duration of your membership for use in school administration matters only.

Declaration of Applicant

Yes No

Have you ever been asked to leave a Martial Arts organisation in the past?
(If you have answered yes we will contact you in confidence)

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Have you ever been convicted of a criminal offence? If you answered Yes please provide details below. Please note that having a criminal record does not necessarily preclude anyone from working with children.

(If you have answered "Yes" you will be contacted in confidence).

Referees: Please supply the names, addresses and telephone numbers of two people whom we can contact and who from personal knowledge is willing to support your application:

Name		Name:	
Title		Title	
Address		Address	
Tel No		Tel No	
E-mail		E-mail	

I agree to work within the R.I.T.A./(insert school name) rules and approved codes of conduct and best practice guidelines. I also agree that I will refrain from getting involved in any behaviour that could bring the name of the R.I.T.A. and (insert school name) School or Taekwon-Do into disrepute.

Signed: _____ Date: _____

For _____ **School Office Use Only:**
(insert school name)

Date of Interview _____

Interview Panel Details

Name	Signature

Date Referees Written To _____

References Checked By: _____

References on file	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Signed on Behalf of the school: _____

Date: _____

All recruitment records should be securely retained by the school.