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NOTTINGHAM FOREST FOOTBALL CLUB

RECRUITMENT POLICY

November 2020

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1. INTRODUCTION AND SCOPE

Nottingham Forest Football Club (“the Club”) acknowledges and is committed to effective and consistent implementation of safe and lawful recruitment procedures. Recruiting and selecting the right people is crucial to the success of the Club, and this recruitment policy sets out how to ensure, so far as possible, that the best people are recruited and that the Club's recruitment process is free from bias and discrimination.

Recruitment will be solely on the basis of the applicant’s abilities and individual merit measured against the requirements for the job. Shortlisting, interviewing and selection will always be carried out without regard to age, disability, gender, gender reassignment, marital / civil partnership status, pregnancy / being on maternity leave, race, religion/belief, sexual orientation, or any other legally protected characteristic.

By following this policy, and fulfilling employment law requirements, the Club will ensure that it upholds its commitment to equal opportunities, including compliance with the Equality Act 2010, meets Data Protection requirements as well as complies with all UK immigration requirements.

It is the responsibility of each Head of Department to ensure that this policy is followed within their department. All recruiting managers should make themselves and members of their staff aware of this policy. Advice should always be sought from the Club’s Human Resources Department.

It is the responsibility of the Club to:

- Ensure it has effective policies and procedures in place for recruitment of all staff and workers in accordance with EFL guidance and legal requirements.
- Monitor its compliance with them.

It is the responsibility of the Lead Designated Safeguarding Officer and other managers involved in recruitment to:

- Ensure that the Club operates safe recruitment procedures and that all appropriate checks are carried out on all staff and volunteers who work at the Club.
- Monitor contractors' and agencies' compliance with this document.
- Promote the safe welfare of children and young people where required at every stage of the procedure.

In accordance with the EFL regulations, the Club has delegated responsibility to the Head of HR and Lead Designated Safeguarding Officer to lead in all appointments. Other Heads of Department may be involved in staff appointments.

2. RECRUITMENT AND SELECTION PROCESS

2.1 Introduction

It is the Club's policy that line managers are responsible for recruitment in conjunction with the Human Resources department. A line manager who wishes to recruit someone must first obtain approval from either the Chief Financial Officer or Chief Executive Officer using an Authority to Recruit ("ATR") Form. Where recruitment is needed to fill a vacancy created by a leaver, approval should still be sought, and careful thought should be given to updating and refreshing the content of the role. If a manager wishes to upgrade a position, or create a new position, justification for this must be presented.

2.2 Vacancies

Before embarking on any recruitment, the line manager must ensure that there is an up-to-date job description for the position. The job description is a key document in the recruitment process, and it should clearly set out the duties and responsibilities of the job. It must include the job title, location, the post to whom the jobholder is responsible, the main purpose of the job, its key duties and responsibilities, special details in relation to hours of work and the skills, knowledge, experience, qualifications and training, aptitudes and behaviours necessary to perform the role.

It is the Club's policy to endeavour, where appropriate, to advertise vacancies internally via e-mail and other communication platforms in use to all staff. Existing employees are encouraged to apply for vacant positions if they have the appropriate qualifications, experience and skills or have relevant transferable skills.

The Club aims always to recruit the person who is most suited to the job. Recruitment will be solely based on the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience, skills, personal and professional competencies will be assessed at the level that is relevant to the job.

2.3 Advertising

All adverts will be issued by the HR Department which will identify the best medium and platforms for advertising the vacancy in conjunction with the recruiting manager. The Club will advertise vacancies across a range of diverse forums to drive up applications from under-represented groups.

All staff should be aware that when dealing with enquiries about vacancies it is unlawful to state or imply that applications from one group with a particular characteristic, such as but not limited to age, gender or race would be preferred. These may lead to a complaint of discrimination. The confidentiality of applications must be respected by all of those involved in the selection process.

2.4 Equal Opportunities

The Club is committed to applying its equal opportunities policy at all stages of recruitment and selection, and adverts will contain an Equal Opportunities statement.

Shortlisting, interviewing and selection will always be carried out without regard to age, disability, gender, gender reassignment, marital / civil partnership status, pregnancy / being on maternity leave, race, religion/belief, sexual orientation, or any other legally protected characteristic.

Any candidate with a disability will not be excluded unless the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the selection process will be made to ensure that no applicant is disadvantaged because of his/her disability.

To avoid any discrimination or potential unconscious bias, personal details of candidates may be removed from CVs / application forms before they are given to managers for shortlisting. The Club will also consider introduction of unconscious bias training to assist managers in conducting a fair recruitment process.

2.5 Interviews

The structure of interviews should be decided in advance by determining who will attend and what areas of questioning are to be covered. For permanent positions, there should be at least two people involved in the interview process.

The same areas of questioning should be covered with all candidates focusing on the needs of the job and skills needed to perform it effectively. Assumptions should not be made regarding the expertise or abilities of candidates because of their employment history. Interview questions should be phrased so that they do not favour any one candidate or group of candidates. Supplementary questions should be used to probe for further information or clarification where answers are incomplete or ambiguous.

Care must be taken to avoid questions that could be construed as discriminatory or unnecessarily intrusive., e.g. questions about personal circumstances that are unrelated to the job.

Interview notes must be taken by each panelist to help decide based on the content of the interviews. Such notes must relate to how candidates demonstrate their knowledge, skills, experience and abilities in relation to the job description.

Data Protection legislation allows applicants to request disclosure of such notes in the event of a complaint. Interview notes should be passed to the HR department to be retained for a minimum of 12 months from the date that an appointment decision is notified.

3. PRE-EMPLOYMENT CHECKS

Pre-employment checks including academic qualifications, professional registration, the right to work in the country, references and any other specifics considered essential for the post must be verified by the Club before any formal employment offer can be made or before actual employment can start.

Those working in the Academy will not be able to start a new role working with children until all ID and other DBS and YD2 compliance steps have been taken and validated.

All offers of employment are conditional on the following being satisfactory.

3.1 References

Two references must be provided, ideally two professional ones, although one character reference will be acceptable in the event that an individual does not have more than one professional referee.

These will always be sought directly from the referee, and their purpose is to provide objective and factual information to support appointment decisions, such as length of employment, relationship of the applicant to the referee, job title, responsibilities, reasons for leaving, performance and any other relevant information.

Direct contact will be made with each referee to verify the reference. Telephone references are acceptable, where time pressures or the location of referees dictate that this may be appropriate. Any discrepancies or anomalies will be followed up.

Appropriate referees are those who have direct experience of a candidate's work, education or training: preferably in a supervisory capacity, and a reference must be obtained from the current or previous employer. References from relatives or friends will not be accepted.

References will only be used for the purpose for which they were intended and their confidentiality must be maintained. Failure to provide or receive references within a reasonable time frame may result in the offer of employment being withdrawn.

3.2 Qualifications

Candidates must be able to demonstrate they have obtained any academic or vocational qualifications legally required for the post and claimed in their application. The Club reserves the right to ask for original certificates, and copies will be taken and kept securely on employees' personnel files, held in HR.

3.3 DBS Checks

As part of the Club's commitment to safeguarding, the successful applicant may be required to undergo a Disclosure Barring Service ("DBS") check or an enhanced DBS check. The results of a DBS check will be considered on an individual basis, and the Club will act in a proportionate manner when deciding whether or not to proceed with the appointment.

An FA Enhanced DBS disclosure is required for all relevant new appointments to the Club. Individuals will be asked to declare any convictions, cautions or reprimands, warnings or bind-overs that may have been incurred. The Club reserves the right to carry out risk assessments where content has been disclosed on a DBS disclosure if it feels that it is relevant to the job requirements. Failure to satisfy the Club and the EFL's safeguarding requirements may lead

to the job offer being withdrawn or, if they have already started employment, summary termination of the employment.

NFFC DBS Disclosure process:

- If they are already working in a football club and hold a current, within 3yrs, disclosure with the GBG Online Disclosures then it is a quick and easy. The Lead Designated Safeguarding Officer (LDSO) has to see a copy of their disclosure certificate before they start. They then will have to register for a check with Nottingham Forest FC. They can commence employment with the club but until their new disclosure comes through they cannot work independently and must be shadowed by a colleague.
- If they are working elsewhere and have a current DBS then the same process should be followed. However, if they have any previous convictions on their disclosure then they **MUST** undertake one with GBG Online Disclosures and send their new certificate to the FA when requested. The club will not be able to start them until this process has been completed and the FA have cleared them as fit to work in football. They still have to present their certificate to the Lead Designated Safeguarding Officer and in certain circumstances be interviewed by the LDSO & HR Manager.
- If you are unsure of this process or want to discuss an applicant's individual circumstances then get in touch with the club LDSO.

The Club's policy in relation to the recruitment of ex-offenders should be adhered to at all times.

3.4 Medical Assessments

The Club reserves the right to carry out independent pre-employment medical assessments for roles that require a specific level of fitness with a doctor nominated by the Club. If so, any offer of employment will be conditional on the result of this medical examination being satisfactory.

3.5 Proof of Identity / Eligibility to Work in the Country

Prior to starting to work, successful candidates are required to provide an original official document proving their identity and right to work legally in the UK such as:

- A full UK or European Economic Area passport *or*
- A valid work permit or other document which demonstrates that they are legally able to take up employment in the UK *or*
- An official letter showing their National Insurance Number, such as a recent P45 or P60 **plus** another document such as a full British birth or adoption certificate which includes the name(s) of at least one of their parents or immigration status document or registration or naturalisation as a British citizen.

New starters are required to provide documentary evidence of their eligibility to work in the UK before their first day at work. If they have only provided copies of documents before they start work, they must produce the original documents on the first day. Photocopies will be made and retained. Failure to do so will result in any offer of work being declared void and / or suspension without pay and the offer of work withdrawn; which course is taken will be at the Club's discretion.

3.6 Employing Overseas Footballers

If an offer of employment is made by the Club to a non-EU national, the Club will follow the guidance issued by the Football Association at that given point in time.

Before applying for a certificate of sponsorship, the Club shall ensure that the player's birth country is listed on FIFA ranking list, taken at the date on which the Club applies for the certificate of sponsorship, and that he has played the requisite number of international games as stated in the FA's guidance.

4. CHANGES TO THIS POLICY

This policy may be amended from time to time at the discretion of the Club. We will endeavour to give advance notice of any change.

Please ask your manager or a member of the Human Resources Department if you have further queries.

Issued by the Human Resources Department, Sept 2020