

Routt County Habitat for Humanity

Policy Title	Employment Application Process
Policy Category	Administration
Version	1
Application	Staffing
Originating Source	Administration
Date of Last Board Approval	
Next Review Date	
Original Effective Date	August 1, 2009

PURPOSE

To define a process for screening applicants that wish to work with the Affiliate in either a paid or unpaid position.

SCOPE OF INFLUENCE AND IMPACT

This policy shall be administered for any person wishing to work with the Affiliate in either a paid or unpaid position and who falls in one of the following categories:

- Board Members
- Employees
- Key Volunteers

The Employment and Volunteer Applications as it relates to this process shall be administered by the Executive Director.

The Board of Directors Application as it relates to this process shall be administered by the President and Vice President of the Board of Directors.

CONSEQUENCES FOR NON-COMPLIANCE

Disciplinary action against any staff member or Board member who is found to discriminate, misrepresent or commit fraud in the application of this policy.

BOARD INTERACTION

None required.

POLICY AUTHORITY

Board of Directors and the Executive Director shall jointly share ultimate authority in:

- Oversight of this process
- Revisions of this process to comply with HFH International directives

DEFINITIONS

Key Volunteer – Any volunteer who works 8 or more hours each month, or who would like to serve on the Family Selection Committee and/or may have unsupervised contact with Vulnerable Populations during the course of their activity with the Affiliate.

At Risk Individuals – Children under age 18 and people without the physical or mental capability to defend or protect themselves against inappropriate personal conduct by others.

Staff Applicant – Anyone applying for a either a paid or unpaid position as a Board Member, Employee or Key Volunteer.

POLICY STATEMENT

All persons to whom this policy relates shall complete the **Application for Employment/Staff Position form, Attachment 1**, prior to being accepted for a position at Routt County HFH.

Each Staff Applicant will be screened as appropriate for the position for which they are applying. Each Staff Applicant shall also be submitted to Sex Offender Registry and Criminal Background checks as outlined in those Policies and Procedures.

All Staff Applicants shall receive a letter of acceptance or denial of their application. Letters of denial shall follow the templates provided in the Policies and Procedures for Sex Offender Status Check and Criminal Background Check.

Staff Applicants who are accepted to a position requiring an executed Confidentiality Statement shall be sent the statement with the acceptance letter. The acceptance letter shall state that the Staff Applicant will be unable to commence work with the Affiliate until the fully executed Confidentiality Statement is received.

End of Policy Statement

RELATED POLICIES

HFH International - Legal Department Memo Dated September 2008

HFH International - Legal Department Memo Dated April 8, 2008

Routt County HFH - Sex Offender Status Check

Routt County HFH - Criminal Background Check

Routt County HFH - Confidentiality Statement Requirements

FORMS REFERENCE

Attachment 1 -Application for Employment/Staff Position