



Waverley Park Hawks Junior Football Club Inc.

(formerly the Waverley Panthers)

A member of the South Metro Junior Football League and
a Hawthorn Football Club Affiliated Club

Postal Address:
PO Box 3269
Wheelers Hill Victoria 3150

Ground Locations:
Columbia Reserve
Columbia Dve Wheelers Hill

Lum Reserve
Cintra Ave Wheelers Hill

ABN: 14 775 166 033

www.wphawks.org.au
info@wphawks.org.au

Waverley Park Hawks Recruitment Policy

1. PURPOSE

This policy is to ensure that all incoming volunteers Paid or unpaid are aware of and meet the minimum behavioural standards expected at Waverley Park Hawks Junior Football Club, and is designed to ensure that child safety, equality, and fair treatment are adhered to.

2. EQUAL OPPORTUNITY AND DISCRIMINATION

Waverley Park Hawks Junior Football Club will give equal consideration to the submissions of all requests, and will not show bias or discrimination on the grounds of gender, race, age, disability, sexual orientation, religion or any other characteristic.

Waverley Park Hawks Committee will treat all applicants with the same respect, and will provide an “even playing field” during interviews. This includes, but is not limited to, using the same base list of questions for applicants (except when pursuing the specifics of an applicant’s career), allowing the same amount of time for interviews, and allowing the applicants equal chances to ask their own questions.

3. APPLICANT SCREENING

It is the responsibility of the Waverley Park Hawks Committee to conduct adequate background checks on applicants under consideration for a position with the club. The applicant may only be offered a position if they both agree to and satisfactorily pass these requirements.

Applicants must supply personal and professional referees with their application. Waverley Park Hawks committee will contact these referees to ensure the suitability of the applicant to our organisation.

Prior to being offered a Role at Waverley Park Hawks Junior Football Club, applicants must supply a copy of a valid Working With Children’s Check. Applicants may refuse to submit the required information will no longer be considered for the role.

Prior to taking on a role with Waverley Park Hawks Junior Football Club the successful volunteer must attain a valid Working With Children Check.

Working With Children Checks must be uploaded and verified via Everproof (formerly BlueQ) and sighted by a current Waverley Park Hawks Committee member to meet the requirements in clause

4. CONFIDENTIALITY

Waverley Park Hawks will treat all information obtained during the application process with discretion, and will not share this information with third parties or other applicants, with the exception of information required for the stated background checks.

Waverley Park Hawks Junior Football Club may retain applicants' contact information and application documents against the possibility of future volunteer opportunities. Applicants may request for their information to not be kept at any time following an unsuccessful application.

5. DISCLOSURE

This Policy must be made available to all applicants from the commencement of the application process, to ensure their full understanding of rights and requirements prior to submitting an application.