**Safe Recruitment**

**Safeguarding people from harm**

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and to its organisational values, code of conduct and employment principles in promoting a positive wok place culture and environment which is free from all forms of unacceptable behaviour, including (but not limited to) bullying, harassment, misuse of power, victimisation and sexual harassment. IPPF expects all employees, volunteers, contractors and partners to share these commitments.

IPPF’s Safeguarding (Children and Vulnerable Adults Policy) ‘*is intended to set out the guiding principles and values applicable to all elements of IPPF*’. This policy includes a Safe Recruitment Checklist which applies to all recruitment – whether to an employee role, or a volunteer – eg a Trustee or Committee member.

**About this form**

This form is an essential part of the recruitment process at IPPF. By collecting the information requested below, we are able to reduce the likelihood of harm happening to anyone that comes into contact with IPPF, including our staff and people who access IPPF SRHR services.

If you are shortlisted for the role you have applied for, IPPF may request appropriate police checks and at least two professional employment or otherwise relevant references (e.g. for Trustees). For employees, it will investigate gaps in employment history and verify academic references based on the information provided in this form.

Please note that the information you provide will be treated confidentially and will not be disclosed unless this is required to by law.

**When completing this form**

Please ensure that the information provided by you in below is up-to-date, complete and accurate. Any false statement or omission may render you liable to action. This includes disqualification of your application or, if you have been offered role and we later find you have withheld information, we may withdraw the job offer or dismiss you.

Please complete the form in black ink or electronically. If you are completing your full job application by hand and then emailing that to IPPF, this form must be completed, signed, scanned and be attached to your application. If you are filling your application and this form electronically, you can send all completed forms to the e-mail address given in the advert. In doing so, it will be presumed that information you have provided is true and complete.

We appreciate concise information and hence, limited space is provided for the information to be provided. However, if needed, please expand the tables and use additional sheets to include additional information if required.

|  |  |
| --- | --- |
| **Position Applied For** |  |

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Title (Mr. / Ms. / Mrs. / Dr./ Prefer not to say etc.)** |  |
| **Name** |  |
| **Preferred Pronouns (He/She/They)** |  |
| **Date of Birth** |  |
| **Present Residence Address** |  |
| **Permanent Residence Address** |  |
| **Contact Numbers (with country code)** |  |
| **E-mail** |  |
| **Nationality** |  |
| **Do you require a work permit to work in <insert Country Name>? (Yes / No)** |  |
| **If you have worked with IPPF before, please state when and in what capacity.** |  |

**OTHER INFORMATION**

**Gaps in employment history (e.g. career breaks, unemployment etc.)**

If you are applying for a volunteer role e.g., a Trustee role, you do not have to complete this section.

|  |  |  |
| --- | --- | --- |
| Date from (mm/yy) | Date to (mm/yy) | Reason |
|  |  |  |
|  |  |  |
|  |  |  |

*(Please add additional rows to the table if required)*

**Past Criminal Record Declaration**

Our recruitment process includes checks which may identify criminal convictions. Not all convictions declared or identified will lead to the rejection of a candidate from the recruitment progress. These are considered on a case-by-case basis.

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| **Have you at any time been convicted by a court for any criminal offence and/or sentenced to imprisonment?** |  |  |
| **Are any criminal proceedings pending against you before a court?** |  |  |
| **If the answer for any of the above is ‘YES’ please provide details:** | | |

*(use additional sheets if required)*

**REFERENCES**

Please provide details of at least two professional referees. You may provide three references if you choose to do so, but we only require two.

1. **If you are employing for paid employment:** one reference should be HR or your line manager from your current or most recent employer/contracting agency. They will be asked to provide references about your work experience and to your suitability for the post applied. References will be kept confidential, and referees will not be contacted without your permission until *after* an offer of appointment is made.
2. **If you are applying for a volunteer position eg a Trustee:** please provide references from two different people who can personally or professionally vouch for your suitability for this work

**Reference 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **E-mail** |  |
| **Designation** |  | **Telephone Number** |  |
| **Organisation** |  | **Address** |  |
| **Professional relationship and duration of direct association:** | |  | |

**Reference 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **E-mail** |  |
| **Designation** |  | **Telephone Number** |  |
| **Organisation** |  | **Address** |  |
| **Professional relationship and duration of direct association:** | |  | |

**Reference 3 (where relevant )**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **E-mail** |  |
| **Designation** |  | **Telephone Number** |  |
| **Organisation** |  | **Address** |  |
| **Professional relationship and duration of direct association:** | |  | |

**DECLARATION**

I confirm that the information I have provided is, to the best of my knowledge true and complete. Any

may be sufficient cause for rejection or, if employed, dismissal.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Place** |  |
| **Date** |  |

**Please send your completed form to the email address provided in the vacancy advertisement.**