



## **Recruitment and Selection Policy**

### **1. Introduction**

1.1 To help achieve the goals and objectives of Do University, it is essential that people with the relevant skills, attitude, qualifications and experience are recruited.

1.2 Do University's primary focus is teaching and learning. Therefore, it is essential that applicants demonstrate a commitment to providing high-quality teaching and learning, as well as continuous improvement, to enable students to reach their full potential.

1.3 The University is committed to promoting and safeguarding the well-being of children, young people and adults at risk and this commitment is fundamental to the recruitment and selection of applicants.

1.4 All personnel involved in any stage of recruitment and selection will receive training in this policy.

### **2. Scope**

2.1 This policy applies to all employment within Do University and its subsidiaries, regardless of the length of the position, hours or position, excluding applications or CVs received from agency workers or agencies, unless specifically commissioned by Do University.

2.2 This policy exists to promote good practice and ensure that the recruitment and selection methods used by the University are fair, consistent and in line with relevant legislation.

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### **3. Statutory responsibilities**

3.1 Do University will avoid unlawful discrimination in all aspects of employment, including recruitment, selection, and promotion opportunities. Therefore, the principles of Do University's Equality, Diversity, and Inclusion Policy and its related documents are inherent to this policy.

3.2 In order to fulfill our obligations as a Disability Confident Employer, Do University has committed to interviewing any candidate who has declared a disability and meets the essential criteria for the advertised position.



3.3 The Recruitment and Selection Policy complies with the Safeguarding Groups (Children and Adults at Risk) Policy, which requires appropriate measures to be taken to prevent unsuitable individuals from working with children, young people, and adults at risk. The Recruitment and Selection Policy also complies with the Safeguarding Children in Education Policy.

3.4 As an organization using the Disclosure and Barring Service (DBS), Do University fully complies with the DBS Code of Practice and is committed to treating all applicants fairly.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Group may ask questions about whether an applicant has any conditional cautions or unspent sentences under the Rehabilitation of Offenders Act 1974, and/or whether they have any adult cautions (simple or conditional) or spent sentences that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2020. The Group has a written policy on the recruitment of ex-offenders which is available to all applicants for employment and can be accessed on the University of Nottingham website.

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3.5 Under the Immigration, Asylum and Nationality Act 2006, the Group must verify that all new employees have the right to work in the United Kingdom. All candidates attending an interview must provide proof of their eligibility to work in the United Kingdom so that their eligibility can be verified before any offer of employment is made.

3.6 The management of information obtained through the recruitment and selection process will be carried out in accordance with the Group's Data Protection, Document Retention and Employee Data policies.

3.7 In accordance with Child Protection in Education guidelines, Human Resources will ask candidates with periods of absence from employment in their application to confirm the reason for such periods. Human Resources will also verify the quality of the references the candidate has provided in their application to ensure they meet the required standards.



3.8 In accordance with Child Safety in Education guidelines, Human Resources will conduct online searches via Google for all selected candidates and, if deemed necessary, may conduct these searches for shortlisted candidates. If any concerns are identified during these searches, the Human Resources Manager will ensure a confidential and measured discussion regarding any concerns relevant to the position.

3.9 In accordance with Child Protection in Education guidelines, shortlisted candidates will receive a link to a self-declaration form, which will ask them to disclose any additional information regarding criminal records or information that would disqualify them from working with children. The self-declaration must be completed before the scheduled interview date.

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#### **4. Principles**

4.1 Do University will ensure that recruitment and selection of personnel are conducted in a professional, timely, and effective manner, and Human Resources will oversee the recruitment process. All candidates will be evaluated fairly, consistently, and rigorously, without discrimination. Do University supports the principle of open competition and will endeavor to appoint the most suitable individual for the position, based on individual merit. Candidates will be evaluated in the same manner, including internal candidates or others personally known to the interview panel.

4.2 All positions within the University will be evaluated to determine the appropriate salary grade. No position will be hired until it has a valid evaluation.

4.3 For each position, a predefined job description and person specification are prepared, based on justifiable criteria in terms of merit and the ability required to perform the job.

The assessment of each applicant for pre-selection and interview will be conducted objectively against the criteria predefined in the applicant specification and must be recorded.

4.4 All job applicants must complete an application form. The University reserves the right to modify the application process if circumstances so require.



4.5 The University will not employ any person of compulsory school age, except those who are entering an apprenticeship or student worker role.

4.6 All job offers are subject to University selection and verification checks, as described in the offer letter.

4.7 Sound recording of any interview, meeting or discussion taking place at any stage of the recruitment and selection process is not permitted unless written consent is given by all parties.

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## 5. Complaints

5.1 The Human Resources Director will investigate any complaints received regarding the Recruitment and Selection process. The candidate will be kept informed at each stage and will receive a formal written response.

## 6. Pre-employment checks

6.1 All candidates must provide contact details for two references. The first must be their current or most recent employer (unless the candidate has not worked for more than five years). The second reference must be from the candidate's last time working with children (e.g., in a school, nursery, etc.). If this applies to their current or most recent employer, the second reference must be from their second most recent employer within the last five years. Alternatively, a character reference may be accepted if the candidate has worked for their current or most recent employer for more than five years. If the candidate has not worked for more than five years and has never worked with children, a character reference may be accepted. If the candidate is currently self-employed, one of the references must be their solicitor, accountant, or a client.

Personal references should not be family members or friends. Typically, they will only be contacted after receiving a job offer.

6.2 Do University will conduct a DBS check using an online umbrella company called Care Check for all staff employed within the Group at an enhanced level, except for certain agreed roles that are assessed at risk (e.g., roles that primarily work from home), which will include a check against the Exclusion Lists depending on the type of workforce they are employed to work within. Do University will only accept existing DBS certificates if the candidate is subscribed to the DBS Update Service and the check is on the same level and workforce as the one they are being allocated.

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### 6.3 All selected candidates must read the Verification Privacy Policy

standard/enhancedhttps://www.gov.uk/government/publications/standardandenhanced-dbs-check-privacy-policy before submitting your DBS form through Care Check, which describes how DBS will process your personal data and what options are available to them.

6.4 If the successful candidate has resided outside the United Kingdom for a continuous period of 6 months or more within the last 5 years, the University may conduct a criminal record check in the relevant country or countries. If the candidate cannot produce a Certificate of Good Conduct (or equivalent), an external check will be conducted.

6.5 In addition to the DBS checks described, anyone employed to provide childcare for children under the age of eight, or directly involved in the management of such childcare, must sign a self-declaration of disqualification form to confirm that they have not been disqualified from this type of work under the Childcare Act 2006.

6.6 Any person appointed to perform teaching duties will require additional verification to ensure that they are not subject to a prohibition order issued by the Secretary of State, using the Employer Online Access Service.

6.7 In accordance with the Safeguarding Children in Education Act, Human Resources must have received and verified DBS clearance and references before an employee begins working for the Group. If these have not been received by the agreed start date, the Clearance Risk Assessment process must be followed, which results in employment restrictions for the employee until Human Resources receives and verifies DBS clearances (including checks conducted abroad) and references. Please note that this does not apply to staff employed by the Group's Under 18 Accommodation program or Do University's First Steps subsidiaries, as Human Resources must have received and verified DBS clearance and references before the employee can begin work.



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## 7. Rehiring of personnel previously employed by the University Do.

7.1 Staff members who left the University for one of the following reasons may be considered for reemployment:

- Voluntary resignation
- Dismissal (voluntary or compulsory, but not within six months of its entry into force)
- Fixed-term contract expired
- Dismissal for non-compliance with the law that has already been resolved (e.g., work visa renewal, driver's license reinstatement)

7.2 Staff members who have left the University for one of the following reasons will not generally be considered for re-employment:

- Dismissal for disciplinary or capacity reasons
- Dismissal for any other substantial cause
- Abandonment of work, i.e., leaving work with immediate effect without authorization
- Do not join after accepting a job offer, unless an acceptable reason is provided (e.g., a change in personal circumstances)

NB These grounds are set aside if a court decides that the Group is obliged to re-employ a member of staff.

## 8. State

The Director of Human Resources will periodically review the operation of this policy. The Human Resources Committee may review and amend it periodically. Its equality impact has been assessed to ensure it does not negatively affect staff. If you would like to review this policy in another format, please contact Human Resources.

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