


Policy

Title: Recruitment & Selection Policy

Document No.	Version	Status	Effective Date
POL-13	03	APPROVED	10/02/2026

Document Approvals

Approver	Print Name	Signature	Date
	Fran Crowell		10/02/2026

1.0 Objective

Remember Us is committed to providing an inclusive environment where everyone feels they are treated fairly, valued and respected.

Remember Us recognises that everyone has a contribution to make to our community and a right to equal treatment. The purpose of this policy is to support candidates to make an application for employment and to ensure that no job applicant will be discriminated against by us at any stage of the recruitment process on the grounds of: age, civil status, disability, gender, family status, race, religion, sexual orientation or being a member of the travelling community.

2.0 Scope

This recruitment and selection policy applies to the Board of Directors and all employees who are involved in hiring for Remember Us. It refers to all potential job candidates.

3.0 Responsibilities

It is the responsibility of Remember Us to have a policy in place to provide guidance for the Board of Directors and any staff involved in the hiring process, as well as all potential job candidates with regards to the recruitment and selection process within Remember Us.

It is the responsibility of Remember Us staff, Board of Directors and potential job candidates to ensure they have read and understand the policy herein.

4.0 Policy

Remember Us is committed to providing an inclusive environment where everyone feels they are treated fairly, valued and respected.

Prior to engaging in the recruitment process, the skills, experience and qualifications necessary for the successful candidate will be identified. An accurate and detailed job description will be advertised. Applications will be screened against these requirements.

Interviews will be conducted in a fair manner ensuring that questions are designed to seek information relevant to performance in the position. Other selection methods will be employed where appropriate, for example, reference checking.

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1. Remember Us will select those suitable for employment solely on the basis of merit. Any job advertisements, application forms and publicity material will encourage applications from all suitable candidates and will not discriminate intentionally against any group or individual on any unjustifiable grounds. The objective is to ensure that all candidates have equality of access to all job vacancies.
2. A candidate for employment who has a disability will be provided reasonable accommodation to facilitate their ability to compete for a post, and to fulfil a post where they are the most suitable candidate for the role. Reasonable accommodation will only be provided where it does not present a disproportionate burden on the Organisation.
3. Where possible and practicable, efforts will be made to ensure that interview panels are balanced and that interviewers will be trained in unconscious bias to conduct interviews in a non-discriminatory way and that questions will relate to the requirements of the job.
4. Relevant questions will be asked of all candidates and evaluated in the same way and interviewers will be careful not to ask questions which might be taken as discriminatory.
5. Selection will be fair and transparent, using a merit based processes. Those who are successful shall demonstrate their suitability for employment according to pre-determined job-related selection criteria which will be consistently applied throughout the recruitment process.
6. Records related to unsuccessful candidates may be retained for up to 12 months following appointment of the successful candidate.
7. Garda vetting is mandatory for all successful candidates.

5.0 References

- Employment Equality Acts 1998-2015
- Remember Us Equality Policy

6.0 Revisions

Version Number	Description of Revision
01	First issuance of Policy for Recruitment and Selection
02	Review and update of format
03	Updated section 4.0 Policy Full review and update by Emer Burke and Karen Morris (01-2026)