



## RECRUITMENT POLICY STATEMENT

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Middlesbrough Football Club acknowledges and is committed to being accountable for the effective and consistent implementation of fair and safer recruitment procedures.

It is Club policy that Department Managers are responsible for recruitment in conjunction with the HR Department. The Club is committed to applying its equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to age, sex, sexual orientation, gender reassignment, disability, marriage/civil partnership, pregnancy and maternity, race, religion/belief. Personal details of candidates and any direct reference to a protected characteristic will be removed from application forms before they are given to the Department Manager and/or other employees involved in the selection process for shortlisting to prevent any discrimination.

The Club will advertise all external vacancies on the MFC website and across a range of diverse forums and will endeavour to positively encourage applications from under-represented groups.

Department Managers and/or other employees conducting recruitment interviews will ensure that the questions that they ask job applicants at interview stage are not in any way discriminatory or unnecessarily intrusive. For permanent positions, there should be at least two people involved in the interview process and the panel should be diverse, wherever possible.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability. MFC is a Disability Confident Employer who is recognised as going the extra mile to give disabled people a fair chance and ensure they have the opportunity to fulfil their potential and realise their aspirations.