



Recruitment and Selection

- We have an open, fair and consistent approach to recruitment to assist in attracting the best people to work for Charlton Athletic. Selection is made on merit and in accordance with the club's **equal opportunities policy**;
- All positions are advertised on our website and external sites, normally for a period of two weeks. We reserve the right to close a vacancy earlier than the closing date, should there be a high volume of applications received;
- All candidates must submit an application form **on the Club's Applicant Tracking System** (unless otherwise stated) before the closing date. The club will not accept an **individual's CV without the completed application form** and we will not accept unsolicited applications;
- All candidates are required to state on their application form if they are related to a CAFC employee or board member;
- All shortlisted candidates will be invited to attend an interview and may be required to undertake an work based assessment, to assess their suitability for the role;
- All job offers will be made on the condition that all the necessary pre-employment checks undertaken are acceptable to us. Any inaccuracies, identified as part of these checks, may invalidate any subsequent contract of employment and the falsification of documents to gain employment may result in disciplinary action being taken. Checks for employment may vary dependent on the role. As a minimum, all successful candidates should have the following:
 - Eligibility of right to work in the UK;
 - Two satisfactory references;
 - Proof of qualifications (where this is a job requirement);
 - Medical declaration;
 - Enhanced DBS check and barring checks (for certain youth academy positions).



- A minimum period of five years employment history will be taken up, at least one of which should be from the current or most recent employer;
- Where documentation is provided the HR Manager will take a photocopy, sign and date as a genuine copy, and file on the personal file;
- Employment will not commence until the required checks and validations have been completed;
- Once all pre-employment checks have been completed, an unconditional offer letter will go to the successful candidate with the contract of employment;
- All new starters will undergo a corporate and local induction.

Matchday and Event Staff

CAFC will normally advertise for matchday and event employees in July ahead of the new season, but take people on throughout the year that are available to work.

Successful candidates would be expected to be available for our key home games held over the season.

We have a variety of positions available including safety stewards, ticket office operators, matchday hosts, and maintenance staff.

Our hospitality and catering is outsourced to Delaware North, opportunities to work within our lounges, kitchens and kiosks will be advertised by them.

Please note matchday and event roles are handled separately from permanent and temporary roles. To enquire about matchday and event working please email match.dayjobs@cafc.co.uk.