



Recruitment code
Stichting Het Rijnlands Lyceum

As per 1 January 2016, updated on 23 November 2018

Stichting Het Rijnlands Lyceum recruitment code

Introduction.....	3
Article 1 Principles.....	3
Article 2 Announcement of vacancy	4
Article 3 Internal recruitment	5
3A Principles and announcement.....	5
3B Recruitment procedure for specific vacancies	6
Article 4 External recruitment.....	6
Article 5 Confidential treatment of information	7
Article 6 Confirmation of application	7
Article 7 Selection phase	7
Article 8 Retention period	7
Article 9 Job interview.....	7
Article 10 Further investigation.....	9
Article 11 Completion of procedure.....	10
Article 12 Complaints concerning compliance with the recruitment code.....	11
Article 13 Payrolling.....	11
Article 14 Unforeseen situations.....	11
Article 15 Privacy Statement for Applicants.....	11
Article 16 Entry into force	13

Introduction

The recruitment code (hereinafter referred to as: 'the code') contains rules that Stichting het Rijnlands Lyceum (SRL) should take into account during the recruitment and selection of candidates to fill vacancies.

The purpose of the code is to provide a standard for a transparent and fair recruitment and selection procedure. The code is chronologically structured from the occurrence of the vacancy to the appointment.

The code is related to Annex XII of the Primary Education of collective labour agreement and is also derived from the recruitment code of the Dutch Association for Personnel Management & Organisation Development (NVP). The NVP Recruitment Code is the main code of conduct for recruitment and selection in the Netherlands.

Organisations are not obliged to apply this recruitment code, but the content of the code is regarded as a generally accepted standard for the proper conduct of a job application procedure. Many organisations clearly indicate that they use the NVP recruitment code based on principles such as the following: fairness, transparency and confidentiality.

More information about the NVP recruitment code can be found on the [NVP website](#).

This code is drawn up in accordance with the Rijnlands Lyceum Foundation Privacy Policy, the Privacy Rules of Procedure for the Processing of Personal Data of Staff in primary and secondary education and the regulations of the General Data Protection Regulation, GDPR (in Dutch "AVG").

Article 1 Principles

The code is based on the following principles:

The occurrence of a vacancy

1. Vacant formation becomes labelled as a vacancy when the school management sees no possibilities to fulfil this formation by internal changes or when the school management opens the vacant formation formally as "vacancy" within the school, within the foundation or outside the foundation. The School management decides whether there is a vacancy and decides, within the framework of this code, how recruitment will take place.

Opportunities and perspective

2. SRL aims to offer (potential) employees opportunities and perspective.
3. a fair chance of appointment for the applicant (equal opportunity for equal ability)¹.

Selection criterion

4. SRL makes its choice on the basis of suitability for the position.

Information to and by the applicant

5. the applicant will be properly and fully informed of the application procedure, the details of the vacant position and the level thereof within SRL. If SRL deviates from this procedure, the applicant must be informed of this;
6. SRL will request that the applicant provide only the information that is needed to assess suitability for the position;

¹ In this respect, the provisions as stipulated in the Equal Treatment Act (Stb. 1994, 230) are observed with the starting point being that no direct or indirect discrimination is made between persons on grounds of religion, personal beliefs, political opinion, race, gender, nationality, sexual orientation or civil status. In addition, the provisions as stipulated in the Act on Equal Treatment of Disabled and Chronically Ill People (Wgbh/cz) are observed.

7. the applicant will provide SRL with the information that it needs to form a true and fair picture of the applicant's suitability for the vacant position;
8. both the applicant and SRL are aware that information available from open sources, such as the internet and information obtained from third parties, is not always reliable; the information obtained will be discussed with the applicant, stating the source. SRL is transparent about the information obtained;
9. the information provided by the applicant will be treated confidentially and with due care. The applicant's privacy will also be respected in other matters²;
10. the code is in line with existing European (including Dutch) legislation and regulations.

Vacancies for jobs, not for tasks

11. This code exclusively applies to formal "jobs" based on a formal job description, not on "tasks".

Article 2 Announcement of vacancy

The draft of a recruitment profile / job description

1. When it is decided within SRL that a vacant position must be filled, a recruitment profile (or vacancy text) will be drawn up in cooperation with the HR department³.

Provision of information

2. The management of the school is responsible for providing relevant information regarding the vacancy. The term 'relevant information' can be defined as:
 - a. with respect to SRL or the school
 - (type of) schools/institutions of SRL;
 - name, address and location of the school concerned;
 - b. with respect to the vacancy:
 - name and description of the position;
 - job requirements; qualifications, competence, knowledge and experience, competencies;
 - scope of the position, working hours factor;
 - nature of appointment: definite or indefinite period;
 - special employment conditions and/or legal status (e.g. working in holidays for some job grades);
 - salary indication or classification in accordance with collective labour agreements for primary education and secondary education;
 - operational base;
 - details of the person providing more details about the vacancy.
 - c. with respect to the procedure:
 - means of application;

² These rights are for example elaborated in the 'Privacy policy for the processing of data of SRL primary and secondary school staff'.

³ The profile or the job description may be modified due to changed conditions, for example regarding the scope of the vacancy (working hours factor). Applicants will be informed of these changes and cannot derive any rights from the previous profile or text.

- period within which applications should be made;
 - the statement that the procedure may include a psychological test and/or any other assessment.
3. If there is a preferential policy in respect of certain groups, this is expressly mentioned and the reason for this given.
 4. Regardless of the means of application (for a vacancy or an open application) SRL states that candidates may also be sought via the internet, including social media.

Article 3 Internal recruitment

3A Principles and announcement

Order when offering a vacancy

1. When determining whether there is a vacancy and when publicising vacancies, SRL not only adheres to the primary and secondary education collective labour agreements⁴, but also the procedure as laid down in the SRL primary and secondary education employment policy⁵. As a result of this, when a vacancy arises SRL maintains the following order when offering a vacancy; the HR department submits a list of candidates for this.

a) reintegration candidates

This includes staff who must reintegrate into another suitable position within SRL within the scope of first-track reintegration. The school from where the reintegration candidate originates is primarily responsible for the reintegration of the member of the staff in their own or another suitable position. In close consultation with another school within SRL it may be agreed that the reintegration of the member of staff takes place in a suitable position in this other school. As the formal employer SRL is obliged to reintegrate the reintegration candidates, see note 3.

b) redeployment candidates

this concerns redundant staff as a result of redundancies at the school⁶.

These are staff who are redundant (or threatened with redundancy) at a school or the Central Office of SRL. In accordance with the SRL primary and secondary education employment policy, they should in principle be redeployed within SRL. Redeployment candidates must be made known by the principal/director to the executive director annually *before 1 April*. The executive director informs the HR department.

Announcement of vacancies for reintegration and redeployment candidates

2. Reintegration candidates and redeployment candidates are added to the main list of SRL vacancies and candidates that is maintained by the HR department. The HR department notifies these candidates of vacancies in consultation with their manager.

General announcement of vacancies

3. Vacancies are announced through the advertisements on the SRL and school websites and via relevant recruitment channels.

⁴ The obligation of the employer to reintegrate a member of staff who is incapacitated for work arises from Article 10 of the Secondary education sickness and incapacity for work regulations (ZAVO, appendix 11 to the secondary education collective labour agreement) and Article 11 of the Decree concerning illness and incapacity for work of teaching personnel in Primary Education (BZA) and the Eligibility for Permanent Invalidity Benefit (Restrictions) Act (WVP).

⁵ This determines how staff at a school or organisational unit (Central Services Office) of the Stichting are made redundant and redeployed at another school or organisational unit within the Stichting.

⁶ The SRL primary and secondary education employment policy applies to this group of staff.

Invitation interview

4. Candidates employed by SRL will always be invited for a job interview and are assessed by the manager involved in the selection procedure for their suitability for the position;

Obligation of employee to inform about application elsewhere in the organization

5. The manager receiving the member of staff will possibly contact the manager of an internal candidate before the job interview with the internal candidate. For this reason, internal candidates are expected to inform their own manager in advance about their application.

3B Recruitment procedure for specific vacancies

Recruitment procedure for vacant L11 and L12 positions in primary education

1. In primary education in most cases the L11 and L12 positions are middle management positions. As a first step these vacancies will be open for applications within the school. If the principal/director of the school should be of the opinion that no suitable candidates are available the vacancy can be advertised internally within the foundation and externally. This is the principal's / director's decision. If the vacant position is a position in the school leadership team, the principal/director consults the participation council about the job profile and the recruitment process (see article 9).

Recruitment procedure for vacant management positions

2. A vacancy for the position of rector, conrector, principal, director, deputy director (or vice) principal will always be open to applications from within the foundation. It may be decided to open the vacancy externally at the same time. For these vacancies there will always be a consultation of the participation council of the school about the profile and the process.

Article 4 External recruitment

Announcement vacancy

If there is external recruitment for a vacancy, it is determined whether there are any internal candidates available and/or whether they are potentially suitable for the position that has become available. An internal candidate is notified of the vacancy that has become available by the HR department. The HR department will inform the manager of the internal candidate about this.

Manner of publication

The recruitment of candidates takes place

- a) by public announcement; such as publication on the website of SRL (www.rijnlandslyceum.nl), advertising through social media (e.g. LinkedIn), online job boards (such as Meesterbaan.nl, Monsterboard), newspaper advertisements (Volkskrant, Trouw);
- b) via own network and UWV (website werk.nl);
- c) via external agencies.

Article 5 Confidential treatment of information

Information provided by the applicant for his application is confidential. The dissemination of such information is therefore limited to those directly involved in the selection.

For more information about the protection of personal data, please check our [Rijnlands Lyceum Privacy Policy](#) and the [Rijnlands Lyceum Privacy Regulations](#) and the regulations of the General Data Protection Regulation, GDPR (in Dutch "AVG"). Please check their [website](#) for more information.

Article 6 Confirmation of application

1. SRL notifies the applicant as soon as possible.
The applicant receives confirmation of receipt within two weeks at the latest.
2. The confirmation of receipt also includes an overview of the application process, as well as a period in which the applicant can receive further communications.

Article 7 Selection phase

SRL notifies the applicant as soon as possible (within a few weeks) after the closing date for the vacancy:

- whether he is rejected;
- whether he will be invited;
- whether his application has been put on hold (including a specification of the period within which he will receive a further communication);
- whether his details will be retained on file for another vacancy, see article 8 of this code.

Article 8 Retention period

If applicable, data submitted by an applicant will be returned or destroyed within four weeks after the completion of the recruitment procedure, unless the applicant has given permission to keep the data for a maximum period of one year. If otherwise agreed, the applicant must be approached after one year for updating their personal data and the renewal of the permission.

Article 9 Job interview

Stakeholders application process

1. The executive director/principal/director or the heads of the central office of SRL determine who will be involved in the selection procedure, for example by participating in the job interviews.

Establishment selection and/or advisory committees

2. Depending upon the weight of the position, the selection procedure may involve a selection and/or one or more advisory committees. In the case of a vacancy for a member of the school management⁷, this will be in consultation with the joint participation council(s). The executive director and/or management are responsible for a balanced composition of the committees.

Role (G)MR regarding vacant management positions

3. If a position has to be filled in the management of a school, the board of the Stichting or the management of the central service office, the participation council has a role in this:
 - When it comes to filling the position of principal/director, the executive director proposes a recruitment and selection procedure and submits this to the school's participation council for advice.
The school's participation council has advisory powers in respect of the appointment of a member of the school management. This role is described in the selection procedure.
 - When it comes to filling the position of deputy principal/deputy director, the principal/director proposes a recruitment and selection procedure and submits this to the school's participation council for advice. The school's participation council has advisory powers in respect of the appointment of a member of the school management. This role is described in the selection procedure.
 - In the event of the vacancy for the executive director, the articles of association stipulate that the Supervisory Board draws up a recruitment and selection procedure, as well as a job profile, and submits this to the joint participation councils Primary and Secondary for advice. Both joint participation councils have joint advisory powers with respect to the appointment of the executive director.
 - In the event of a vacancy for the head of HR and the head of Finance/Controller, the executive director proposes a recruitment and selection procedure and submits this to both joint participation councils for advice. Both joint participation councils have advisory powers with respect to the appointment of staff who are charged with management tasks on behalf of the majority of the schools.

Informing selected applicants

4. Applicants who are invited for an interview receive the information relevant for the position and performance of duties together with the invitation or they are referred to the place where this information is available, for example, the website of SRL or the school. Other relevant information is understood to include:
 - further information about the school or organisational unit;
 - SRL recruitment code;
 - SRL's complaints procedure;
 - Information about the appointment procedure;
 - who the discussion partners are.
5. During the interview SRL only asks questions about aspects that are relevant to the position and/or the performance of duties.
6. During the interview SRL truthfully provides the applicant with all the information they need to form as complete a picture as possible of the vacancy and of SRL.

⁷ By virtue of the Education Participation Act (Wet Medezeggenschap op Scholen), school management is understood to include: the principal or director as well as the deputy (vice) principals or the deputy directors.

7. The applicant provides SRL with information that provides a true and fair view of their professional competence (education, knowledge and experience). They do not withhold information that they know or ought to know is important for the performance of the duties of the vacant position they are applying for.
8. During the interview the applicant is not asked any questions about their health or absence from work owing to sickness in the past unless the candidate has raised this matter of their own accord.

Interviews in principle with one candidate at a time

9. Contact between different candidates is avoided. No interview is held with several candidates at the same time. Should this nevertheless be part of the procedure (e.g. in the case of management positions in international education), candidates are informed about this in advance.

10. Compensation expenses

All applicants are reimbursed for the travel expenses incurred on the basis of the costs of public transport within the Netherlands

11. The school may decide to (partially) reimburse the travel and accommodation expenses of candidates who apply from abroad for one of the international schools. The applicant may claim the application costs up to a maximum amount of € 500,00 *excluding* up to two hotel nights including breakfast. The executive director may make an exception to this when it concerns a management position. The candidates will be notified about this in advance.

Destruction of documents after withdrawing application

12. If the candidate wishes to withdraw the application for reasons of his own, the information provided by and obtained about the applicant will be destroyed.

Article 10 Further investigation

Obtain information from other sources and references

1. Steps are only taken to obtain references and/or other information from seriously eligible candidates. References are only obtained if the applicant agrees to this. If the candidate does not agree with the obtaining of references, he will not be able to participate in the further application procedure. The requested information must be directly related to the vacancy to be filled, such as information about the duration of the employment contract, the competencies of the candidate and / or the reason for departure. In accordance with the SRL Certificate of Good Conduct policy, referees can be asked additional questions about the employment history of a candidate in relation to the safety of children. The information obtained about the applicant will be treated confidentially and will be filed.

Psychological and/or any other assessment

2. SRL may only perform a psychological and/or any other assessment, if an indication is given in the advertisement that such an assessment may form part of the application procedure.
3. A psychological test or assessment may be conducted by or under the responsibility of a psychologist in compliance with the guidelines of the Dutch Association of Psychologists (NIP). This requires the consent of the applicant to provide the results of the assessment to SRL as client.

Providing information about the assessment

4. The results of the assessment are made available for inspection to the candidate by the psychologist and discussed with him before the assessment is reported to the client. If the applicant does not give consent for this or decides not to participate further in the procedure, the report will be omitted.

Costs assessment

5. The costs of an assessment are entirely for the account of SRL.

Article 11 Completion of procedure

Rejection

Feedback on rejection

1. Candidates who are interviewed and are not eligible for the position, receive a personal notification from the chair of the selection committee (on location) with the reason for rejection, *within fourteen days* of the decision being taken to this effect.

Longer retention of application data

2. If another vacancy arises in the short term for which the applicant would be eligible, the information remains available to the competent authority for a *maximum period of one year* if the applicant in question has given permission for this, see article 8 of this code.

Return or destruction of application data

3. Where applicable, (written) information from an applicant will be returned or destroyed within four weeks after the rejection, unless otherwise agreed with the applicant.

Acceptance, appointment and terms and conditions of employment

Advice and decision who is appointed

1. Those who are involved in the selection procedure offer advice to the person authorized to take a decision.⁸ The person authorized to take a decision determines who is appointed to the position; he may deviate from the opinion of those involved in the selection procedure.

Informing selected candidate

2. The selected candidate will be notified by the chair of the selection committee by telephone and possibly invited for a second interview, which will be complementary and cover the terms and conditions of employment.

Interview covering the terms of employment

3. The person authorized to take a decision determines the terms and conditions of employment to which the selected candidate will be subject; a representative from the HR department will be consulted about this. The person authorized to take a decision may himself conduct the interview covering the terms and conditions of employment or choose to delegate this to a representative from the HR department. The interview covering the terms and conditions of employment may include: conditions of appointment, classification, competence, pension, collective labour agreement provisions, HR manual and regulations of SRL.

Letter of appointment

4. When offering the position to the selected candidate, all matters of importance, including undertakings, are subsequently confirmed in writing in a letter of appointment.

⁸ The person authorized to take a decision is the executive director/principal/director or the head of the CSB department.

Deed of appointment

5. As soon as all the formal requirements have been completed (including Certificate of Good Conduct, inspection of original diplomas and qualifications, copy of passport), the selected candidate will receive a deed of appointment from SRL.

Article 12 Complaints concerning compliance with the recruitment code

An applicant who is of the opinion that the recruitment code was not properly adhered to during the selection procedure may submit a written complaint to the executive director. If the complaint concerns the conduct of the executive director, complaints may be addressed to the Supervisory Board of SRL.

Article 13 Payrolling

Payroll organisation is the legal employer

The payroll organisation is the legal employer. In the case of payrolling somebody is in (or enters) the service of the payroll organization, but he or she will actually work for SRL. Unlike the situation for temporary workers the school or foundation recruits and selects the payroll staff itself. The payroll organization or the employment agency is the legal employer of the payroller or temporary worker.

Employment conditions payrollers

Unlike the situation for regular SRL staff payrollers fall under a different collective labour agreement (cao ABU). This cao follows the cao primary and secondary, but some components are excluded, such as the end-of-the year bonus and holidays. Payrollers should contact the payroll organization for their labour conditions.

In our recruitment procedure for payroll staff SRL will clearly state that it concerns a payroll position and the legal employer's responsibility lies with the payroll organization.

Article 14 Unforeseen situations

Situations for which this code does not provide a solution, will be decided by the executive director.

Article 15 Privacy Statement for Applicants

Stichting Het Rijnlands Lyceum (SRL) attaches considerable importance to your privacy and the protection of your personal data. The processing of your personal data takes place in a manner that is in line with the statutory requirements in accordance with the [General Data Protection Regulation \(GDPR\)](#).

SRL has drawn up a privacy policy, derived from the SRL primary and secondary education staff privacy regulations, in accordance with the GDPR guidelines. This contains information about how we handle applicants' personal data, how we record this and on what basis. You can find these regulations on the website of the Stichting under the [Stichting](#) (organisation/articles of association and regulations) tab and on the intranet (privacy policy).

Here we provide a more detailed explanation of our privacy regulations, with regard to applicant data, in accordance with the GDPR guidelines.

Basic principles:

- SRL processes applicants' personal data for the following purpose: *the selection of persons for available positions*;
- SRL processes applicants' personal data in a reliable manner. The data will only be used for the application procedure at one of our Rijnlands schools and the Central Office;
- SRL does not provide any information to third parties unless we are required to do so by law;
- SRL collects and processes applicants' personal data by means of personal contacts, telephone calls and/or email; or
- SRL collects and processes personal data by means of the online application form via the [Rijnlands Lyceum Foundation job vacancy page](#).

The following Personal Data of applicants will be stored in our database:

- Contact details (name and address, email address, LinkedIn address)
 - CV
 - Letter of application
 - Position/occupation
 - education followed
 - relevant professional experience
 - teaching qualification (if applicable)
 - references
-
- By submitting the online application form (job vacancy page), the applicant agrees that his/her personal data will be processed by SRL and included in our recruitment database;
 - Staff of the HR department and support staff with recruitment duties have access to the recruitment database;
 - Personal details of applicants will (only) be shared with the HR department, the school management, the secretariat, Personal Assistants and members of the selection committee;
 - SRL uses the recruitment software (database) of Meesterbaan and places vacancies externally on [Meesterbaan.nl](#) and e.g. on Monsterboard. For their privacy regulations we refer to their websites;
 - When an applicant has notified us of public, online data, such as a LinkedIn profile (in a CV, for example), SRL may examine the online profile to gain an impression of the applicant and to see if the applicant is suitable for the job;
 - SRL will store applicants' personal data during and after the recruitment and selection process. At the end of the recruitment and selection process, applicants' personal data will be stored for a maximum of four weeks, unless the applicant is employed by SRL;
 - After completing the recruitment period, SRL will completely remove the personal data from: the recruitment database, recruitment (Excel) summaries, recruitment systems, email and Outlook agenda items. In addition, SRL will also correctly destroy all paper (print) application data;
 - If applicants wish to make their data available for a longer period, with a view to future vacancies, they can make this known (in writing). The application data will then be stored for a maximum of 12 months, in accordance with the SRL job application code and the GDPR statutory guidelines;
 - If the applicant does not wish to provide any data at all, SRL will not be able to process the application, as it is not possible to assess whether the applicant is suitable for the job;
 - Applicants are entitled to request retained data at any time for the purpose of correction and/or deletion.

Article 16 Entry into force

This recruitment code has been effective as from 1 January 2016.

Related documents:

- SRL primary education employment policy
- SRL secondary education employment policy
- Privacy policy for the processing of data of primary and secondary school staff of Stichting het Rijnlands Lyceum

This recruitment code was adopted on 16 December 2015 and updated on 23 November 2018 in Wassenaar by

Dr. M.W. Knoester,
Executive Director

Following approval by the Joint Participation Councils on 31 October and 23 November.