

# RECRUITMENT

## STAFF SELECTION POLICY



International School Waldorf Cordoba

*06.25.2018 last update*

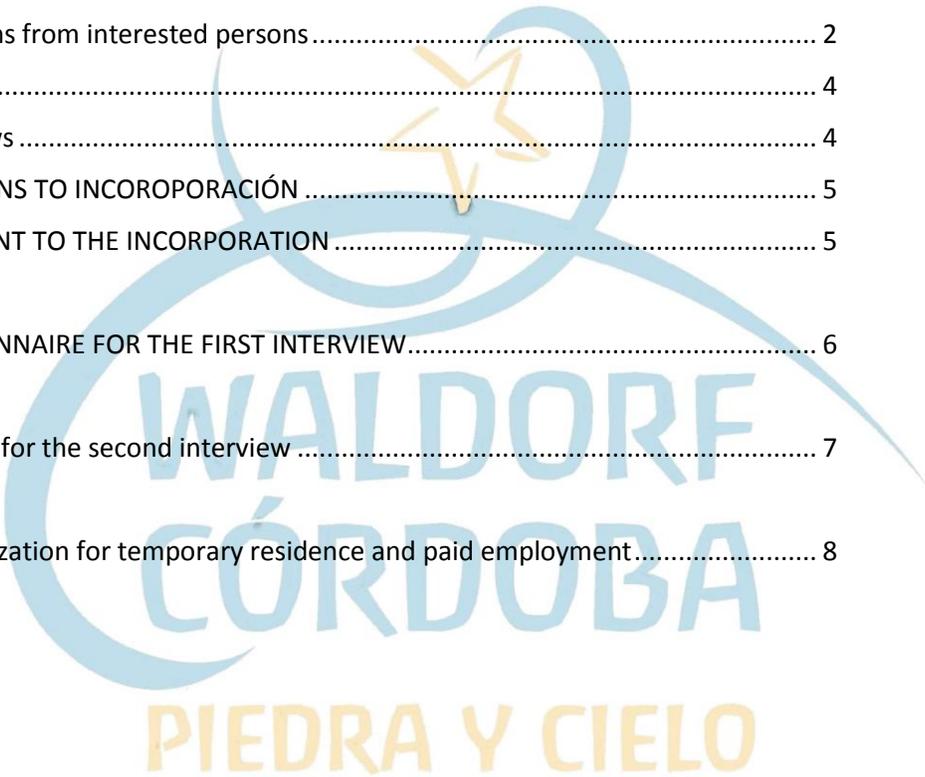
Asociación Waldorf Piedra y Cielo  
[info@waldorfcordoba.com](mailto:info@waldorfcordoba.com)

# POLICY Personnel Selection

## International School Waldorf Cordoba

### Index

1. INTRODUCTION .....	2
2. SELECTION PROCEDURE .....	2
2.1. Advertising job .....	2
2.2. Receipt of applications from interested persons .....	2
2.3. interviews .....	4
2.4. subsequent interviews .....	4
3. PRELIMINARY OBLIGATIONS TO INCORPORACIÓN .....	5
4. OBLIGATIONS SUBSEQUENT TO THE INCORPORATION .....	5
APPENDIX I - TYPE QUESTIONNAIRE FOR THE FIRST INTERVIEW .....	6
APPENDIX II - questionnaire for the second interview .....	7
APPENDIX III - Initial authorization for temporary residence and paid employment .....	8

The logo for Waldorf Córdoba Piedra y Cielo is centered on the page. It features a large, light blue circular emblem with a stylized yellow star or flower shape inside. Below the emblem, the text "WALDORF CÓRDOBA" is written in a large, light blue, sans-serif font. Underneath that, "PIEDRA Y CIELO" is written in a smaller, yellow, sans-serif font.

# POLICY Personnel Selection

## International School Waldorf Cordoba

### 1. INTRODUCTION

Córdoba International Waldorf School's mission is to carefully select the knowledge skills and experience to accompany the students, and the responsibility to protect children, and include these requirements in all job descriptions and personal specifications.

All staff / interns companions working in our school will be selected safely and in accordance with current regulations. Córdoba International Waldorf School is committed to support, develop and promote diversity and equality in all its employment practices and activities.

### 2. SELECTION PROCEDURE

#### 2.1. Advertising job

When school creates a vacancy, it proceeds to advertising for this post:

- ✘ First, an email to the Association of Waldorf Centers, which is the one that manages communication between all schools and training centers in Spain Waldorf is sent.
- ✘ Second, the supply of labor in different ways advertised: Facebook, human resource management, etc.
- ✘ It also publicizes through the University and other educational institutions
- ✘ If the supply of vacant requires that the applicant be native English, an article explaining the characteristics of the job centers Waldorf English-speaking training document is sent.

#### 2.2. Receipt of applications from interested persons

Receiving resumes and cover letters is done online. In some cases stakeholders hand delivered the curriculum; in this case they will also be asked to do so electronically to have registration.

1. When you have studied the curricula by the commission recepcionarlos, is inserted into the document Drive which collects data on recruitment (see Appendix 1) a summary of the keywords of each item:

- ✘ Teacher training in Early Childhood Education, Primary, Secondary, etc.
- ✘ Specific training in Waldorf Education (Graduate, Masters, courses, etc.)
- ✘ Experience with children of age required in the classroom.
- ✘ Experience with children of age required in Waldorf schools.
- ✘ Training in other related activities.
- ✘ Experience in other environments.
- ✘ Date of interview.
- ✘ Availability.
- ✘ Observations.

# POLICY Personnel Selection

## International School Waldorf Cordoba

2. To conduct the interview, those in charge of it will have a template with a script containing the most relevant questions concerning the vacancy of the school. The answers to these questions will be translated and uploaded to Drive in summary, together with the relevant observations (see Appendix 2). Alongside the standard questions to develop the interview, operation and management of the school, communication channels, administrative management and diversification of spaces will be explained

3. If the applicant meets the academic and personal for the job requirements was cited for a second interview (via video call or in person). In this interview, the teachers or teachers will hold school, and if there are none that stage, teachers or teachers attend another stage (whenever possible)

4. Data collected in this second interview will also be registered in the document "Aspirant" (Appendix 1), adding the data of interest and the reference teacher or master.

5. If the candidate or candidates fit the profile sought, and are best suited for people school at that time, the economic commission will meet to develop an economic proposal, taking into account the salary assigned according to the agreement, the hours the person will be discharged and economic request in the initial interview.

6. After making an economic proposal shall be forwarded in writing to the applicant, and minutes of that meeting to be reflected rise.

7. If both parties agree with the proposal, follow the appropriate steps to register the applicant and will continue with meetings or calls necessary to link with the project, so that when incorporated it is already immersed in the essence. Some of the pathways linking to school, if the future teacher or teacher lives in Córdoba are:

- × Proposal for workshops, lectures and courses
- × individual interviews with families
- × Attendance at events, lectures, workshops, school etc.
- × Participation of cultural and artistic life of the center

If selected for the job person does not reside in Cordoba, it shall be provided in all possible communication channels easily accessible (telephone, internet, Facebook ...), and if possible, you will be asked to record a short video presentation to show families.

8. If some point in the selection process of the two parties does not fit with the proposals, will be left in writing in Appendix 1 to the point of contention and the date thereof, for the record, if in the future these obstacles have disappeared and may again have a contact

# POLICY Personnel Selection

## International School Waldorf Cordoba

### 2.3. interviews

First interview: see Appendix 1

They will be conducted by the commission about that course has been named as such.

This commission will be composed of one member of the board and at least someone who is immersed in the finance committee, executive, or visits. In any case, it must be a specifically trained and experienced person, as well as personal characteristics that allow an interview quality

Second interview: see Appendix 2

It will be conducted by teachers and teachers, and if advisable, by a member of the commission already mentioned.

In this interview, you will have previously asked the applicant job of the relevant certificates and accreditation (passport, driving license ...) is necessary.

If the person is out of Córdoba it will try to move; If communication is not possible electronically it will continue, also asking the appropriate certificates.

If the selected person is from outside Europe, the necessary steps will be processed (see Appendix 3 for hiring foreign staff).

In all cases, the school will have the advice and support of the Association of Waldorf Schools of Spain, who through the network they have created throughout Spain, will promote the right decisions and research staff.

### 2.4. subsequent interviews

- ✘ As already mentioned, the interviews will be conducted as necessary and momentum to generate links with the new space.
- ✘ If the teacher or teacher have a daughter or son will attend school, the place where you will find better educational level will be assessed, and economic issues will materialize, as the daughters and sons of teachers / os do not pay monthly fee according to the statutes.
- ✘ Certified check if any documents are missing or will be done at this time, and subsequent questions and explanations of the inner workings of the school. The criminal record must be updated to the date of incorporation to the job.

# POLICY Personnel Selection

## International School Waldorf Cordoba

### 3. PRELIMINARY OBLIGATIONS TO INCORPORACIÓN

Before joining the new job, the person selected must have perused the Internal Regulations, the Regulations governing the Association and all documents that define how work is managed and personal level school.

You also need to have agreed to the most relevant information of the students and students with whom he will work:

- ✘ If you are already students / os the center, through the study of assessments and individual reports that teachers / os have written other courses, and personal interviews with student / oy family.
- ✘ If they are students / os new entrants, through the reports of the school in which they arise, or the study of the initial questionnaire filled families to access school (see "Initial assessment questionnaire").

The successful candidate will be discharged in Social Security, and perform a first aid course promoted by the School

### 4. OBLIGATIONS SUBSEQUENT TO THE INCORPORATION

Trial period:

- ✘ If possible, it will be a period of adaptation fluid as it has previously been connected with the school and the pupils and students. It will have the support and monitoring of teachers / os or more, and weekly meetings for possible needs.
- ✘ Concluded the trial period, the faculty will assess the integration of this person at school and possible decisions in case you need some support.

Continuous training and assessment:

- ✘ The successful candidate will be part of the cloister, and as such, will participate in the training that takes place in school and working groups and study that generated the cloister.
- ✘ In addition to continuous assessment which constantly encourages the school at end of course families assess both the functioning and pedagogical work (see Appendix: Final evaluation of course).

# POLICY Personnel Selection

## International School Waldorf Cordoba

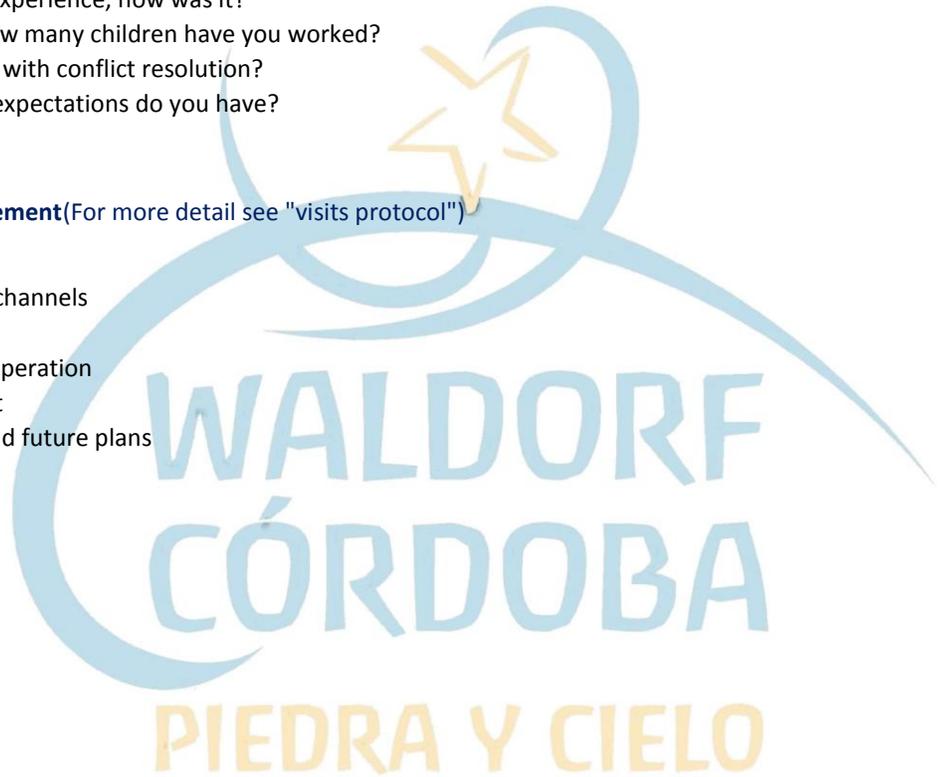
### APPENDIX I - TYPE QUESTIONNAIRE FOR THE FIRST INTERVIEW

#### DATE OF INTERVIEW:

- × How did you know?
- × What is your experience of Waldorf education?
- × If you have had experience, how was it?
- × What age and how many children have you worked?
- × How do you deal with conflict resolution?
- × What economic expectations do you have?

#### Explanation of school management(For more detail see "visits protocol")

- × commissions
- × Communication channels
- × Decision making
- × Horizontality in operation
- × Nonprofit Project
- × physical space and future plans



# POLICY Personnel Selection

## International School Waldorf Cordoba

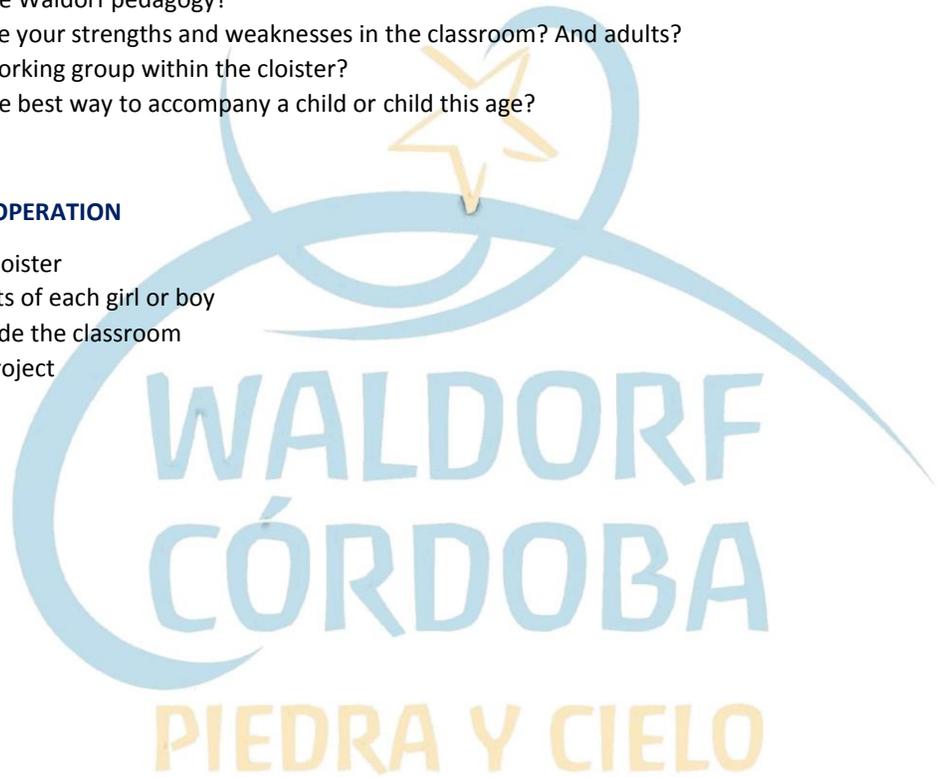
### APPENDIX II - QUESTIONNAIRE FOR THE SECOND INTERVIEW

#### DATE OF INTERVIEW:

- × What do you expect from this school in your life?
- × What do you think you can contribute or school can provide to you?
- × How did you know the Waldorf pedagogy?
- × What do you think are your strengths and weaknesses in the classroom? And adults?
- × How do you define working group within the cloister?
- × What do you think the best way to accompany a child or child this age?

#### EXPLANATION OF INTERNAL OPERATION

- × Organization of the cloister
- × individual assessments of each girl or boy
- × Skills inside and outside the classroom
- × Involvement in the project
- × Decision making



# POLICY Personnel Selection

## International School Waldorf Cordoba

### APPENDIX III -Initial authorization for temporary residence and paid employment

#### Auth Type

---

It is a temporary residence permit and work for others seeking an employer or employer to hire a worker who is not resident in Spain or.

#### BASIC RULES

---

- **Organic Law 4/2000 of 11 January** On Rights and Freedoms of Foreigners in Spain and their social integration (Articles 36, 38 and 40).
- Regulation of the Organic Law 4/2000, approved by Royal Decree 557/2011, of 20 April (Articles 62 to 70).

#### REQUIREMENTS

---

- **Not a citizen of a State of the European Union**, The European Economic Area or Switzerland, or family of citizens of these countries that apply to them the regime of citizen of the Union.
- **Do not** found illegally in Spanish territory.
- **No criminal record** in Spain and in their previous countries of residence for existing crimes in the Spanish system.
- **Be prohibited from entry into Spain** and not appear as reprehensible in the territorial space of countries with which Spain has signed an agreement to that effect.
- **Not be found, where applicable, within the period of commitment of no return** Spain that has taken abroad to return voluntarily to their country of origin.
- **Pay fees** for processing the residence permit and work for others.
- The national employment situation allows recruitment. Permitted if:
  - The occupation that will play the worker in the company is included in the catalog of difficult coverage Public State Employment Service published quarterly.
  - The Office considers competent Aliens Could not cover the job certificate under the Public Service Employment issues on the management of the job.

# POLICY Personnel Selection

## International School Waldorf Cordoba

- The authorization is intended to nationals of countries with which Spain has signed international agreements (Chile and Peru).
- They can justify the existence of an alleged enshrined in Article 40 of the Organic Law 4/2000.
- **Submit a contract signed by the employer and worker** guaranteeing the worker continuous activity during the period of validity of the authorization to reside and work. The date shall be conditional upon effectiveness of the residence permit and paid employment.
- **The conditions laid down in the contract** work have to be adjusted to those established by current legislation. If the contract is part-time, the compensation must equal or exceed the minimum wage for full-time and on a yearly basis.
- **The petitioning employer must be registered in the scheme of social security system** and meet current compliance with its tax and social security obligations.
- **The employer must have financial means**, Material or personal enough for your business project and to meet their obligations under the contract against the worker.

If the employer is a natural person must prove, after deducting the payment of the agreed salary, 100% of the IPREM if there are no dependents.

If the household includes two members 200%. If the household has more than two people should be added to the above amount of 50% for each additional IPREM

- **Possessing training** and, where appropriate, professional qualifications legally required for the exercise of the profession.

## DOCUMENTATION ENFORCEABLE

**Note: they generally must provide copies of documents and display the original at the time of application.**

- **Application form on the official form (EX-03)** duplicate, duly completed and signed by the company that hires. This form can be obtained [http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod\\_solicitudes2/index.html](http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/index.html)
- Documentation relating to the worker:**

- Full copy of passport or travel document in force.
- Copy of the documentation proving own training and, where appropriate, professional qualifications legally required for the exercise of the profession.

**Documentation relating to the company, except domestic service:**

# POLICY Personnel Selection

## International School Waldorf Cordoba

- Documentation identifying the company requesting authorization:
  - If it is an individual entrepreneur: copy of the NIF or NIE, or consent to check the identity data through the System Data Verification of identity and residency.
  - If it is a legal entity (SA, SL, cooperative, etc.):
    - Copy of Company registration number and a copy of the deed of incorporation duly registered in the corresponding Register.
    - Copy of the public document proving that the signatory of the application for authorization is the legal representative of the company.
    - Copy of NIF or NIE or consent to check the identity data through the Data Verification System of identity and residence of signing the application.
- signed employment contract. You must submit original and copy. The copy will be stamped by the Foreign Office and returned for subsequent presentation abroad with visa applications for residence and work.
- documentation to attend any event no consideration of the national employment situation. (See fact sheet with the assumptions and accurate documentation).
- Proof that the company can guarantee the necessary solvency through: copy of the declaration of income tax, or VAT or corporate tax or the report of the working life of the company (VILE), based on the last three years. It should also be provided a report describing the occupation to perform.

### **Documentation employer if the activity is domestic service:**

- Copy of NIF or NIE employer or consent to check the identity data through the System Data Verification of identity and residency.
- signed employment contract. You must submit original and copy. The copy will be stamped by the Foreign Office and returned for subsequent presentation abroad with visa applications for residence and work.
- documentation not take into account the national employment situation. (See fact sheet refers to the assumptions and accurate documentation).
- Copy of the latest income tax return or income certification issued by the Tax Administration or other documentation proving sufficient solvency for recruitment.

# POLICY Personnel Selection

## International School Waldorf Cordoba

**Important note:** when documents from other countries should be translated into Castilian or co-official language of the territory where the application is made has been provided.

On the other hand, all foreign public document must first be legalized by the consular office of Spain with jurisdiction in the country that has issued the document or, where appropriate, by the Ministry of Foreign Affairs and Cooperation except that the document has been apostilled by the competent authority of the issuing country under the Hague Convention of October 5, 1961 and unless the document is exempt from legalization under International Convention.

For more information about translation and legalization of documents can be consulted Fact Sheet

## PROCESS

- **Subject standing to application:** The employer or employer personally or through a legitimate subject have attributed the corporate legal representation. (See Fact Sheet persons authorized).
- **Place of presentation:** Aliens Office in the province where they are to provide the services. If the company has workplaces in more than one province and more than 500 workers in the Large Companies Unit of the Directorate General of Immigration. The address information, telephone numbers and opening hours to the public is available at [http://www.seap.minhap.gob.es/web/servicios/extranjeria/extranjeria\\_ddgg.html](http://www.seap.minhap.gob.es/web/servicios/extranjeria/extranjeria_ddgg.html) >  
[http://www.seap.minhap.gob.es/web/servicios/extranjeria/extranjeria\\_ddgg.html](http://www.seap.minhap.gob.es/web/servicios/extranjeria/extranjeria_ddgg.html) >  
[http://www.seap.minhap.gob.es/web/servicios/extranjeria/extranjeria\\_ddgg.html](http://www.seap.minhap.gob.es/web/servicios/extranjeria/extranjeria_ddgg.html).
- **Rates for residence and work:** They shall accrue at the time of admission of the request, and must be paid within ten working days they are:
  - Model 790 code 052, section 2.1 Initial temporary residence permit to be paid by the foreign worker
  - Model code 790 062, payable by the employer:
    - less than 2 times the 1.1 SMI.: epígrafe remuneration paid employment with residence permits
    - equal pay or greater than 2 times the SMI .: section 1.6 as an employee with a residence permit
    - The form for the payment can be downloaded from the [Internet portal of the State Secretariat of Civil Service](#)
- **Term resolution of the application:** 3 months from the day following the date on which it has been entered in the register of the competent body for processing. After that time the Administration has not practiced the notification, it will be understood that the request has been

# POLICY Personnel Selection

## International School Waldorf Cordoba

rejected by administrative silence. (When not been able to notify the decision will be announced in the Single Edictal Board (TEU) [https://www.boe.es/tablon\\_edictal\\_unico](https://www.boe.es/tablon_edictal_unico). If you opted for electronic notification or normatively were forced to use that medium, the resolution shall be notified by publication in the electronic office. If you do not agree to the resolution within 10 working days since its publication, it will be given by notified).

- In the case of concession, the worker has one month from notification to the employer to apply for the visa in person at the diplomatic mission or consular post in whose district he resides. A visa application shall be accompanied by:
  - **ordinary passport** or travel document recognized as valid in Spain with a minimum of four months.
  - **Criminal record** issued by the authorities of the country of origin or the country or countries where it has resided for the past five years.
  - **Medical certificate**.
  - **Copy of the contract** filed and sealed by the Aliens Office.
  - **Proof of having paid the fee** the visa, which amounts to 60 euros.
- The diplomatic mission will decide on the application within one month.
- Notified, where appropriate, the visa, the worker must pick it up in person within one month from the date of notification. Collection not made within that period, be deemed to have resigned and the record to be produced.
- **The worker must enter Spain during the three months of validity of the visa** Which enables them to enter and remain in Spain in situation of stay until their affiliation and occur in the corresponding social security scheme, within three months of the entry.
- **Within one month the worker has been discharged from Social Security, you must apply personally Identity Card for Foreigners** in the Aliens Office or police station in the province where authorization has been processed. To see where to go, schedule and if you have to make an appointment may be consulted: [http://www.seap.minhap.gob.es/web/servicios/extranjeria/extranjeria\\_ddgg.html](http://www.seap.minhap.gob.es/web/servicios/extranjeria/extranjeria_ddgg.html)
- The applicant will exhibit at the time of processing fingerprint passport or travel document and provide:
  - **Card Application** foreign student, on the official form (EX-17) available <http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/index.html>
  - **Proof of payment** rate card.
  - **Accreditation of Membership** and / or high Social Security.
  - **Three recent photographs** color, white background, card size.