

RECRUITMENT PROCEDURE

1. Opening of the recruitment procedure

The Congregation is launching a call for applications for recruitment. Positions in the Congregation may be filled without a call for applications, however, the recruitment procedure prior to the decision on recruitment will be followed, with the starting date for the calculation of the time limits being the date of submission of the application.

Depending on the position to be filled, the call for applications shall include the template of conflict of interest declaration which must be submitted by the applicant , as set out in the Annex to these Rules. The call for applications also shall include the form used by the Congregation for a mandatory reference check.

2. Procedure for recruitment

- 2.1. Within 15 days of the closing date for applications set out in the call for applications, the Head of the Congregation will notify the date and place of the personal interview the candidates but only who, on the basis of the documents submitted, meet the requirements for the job. The notification shall inform the candidate of the documents to be produced at the personal interview.
- 2.2. If a decision of the presbytery is required by law or by the by-laws of the congregation to hire the candidate, the presbytery shall call a meeting of the presbytery within 30 days of the closing date for applications specified in the call for applications.
- 2.3. A notification of the decision on the application shall be sent by the Moderator to the notification address provided by the applicant, preferably by email, within 45 days of the deadline for applications specified in the call for applications. The successful candidate will also be informed of the planned starting date and the information required for admission.

3. Processing of the applicant's personal data

3.1 The Congregation shall process the following personal data of applicants in the case of a call for applications or other applications:

A. CV

The applicant shall submit a curriculum vitae in response to the call for applications, which shall include:

- natural identity data (name, maiden name, mother's name, place and date of birth)
- contact details (address or residence address, telephone number, email address)
- details of your highest level of education and training (school, degree, qualification)
- language skills (language, level)
- other knowledge, skills (driving licence, computer skills, etc.)

B. Documents proving qualifications

Candidates must present certificates of education and training as stated in their CVs at the request of the Church's recruitment officer. A member of the Church's staff shall verify the validity and content of the certificates by visual inspection and shall note the fact and result of the verification, the date of the verification and his/her signature on or attached to the applicant's curriculum vitae.

C. Moral certificate

Personal data relating to the criminal record certificate and the criminal history check shall be processed by the employer/employer on the basis of legitimate interest pursuant to Article 6(1)(f) of the General Data Protection Regulation.

Candidates shall be informed of the need to produce a certificate of good repute in advance, in the call for applications or subsequently, at the latest in the notification of the personal interview. If the Head of the Church (acting on his/her behalf) invites the applicant to present his/her ethics certificate, he/she will at the same time inform him/her of the reasons and conditions for doing so (see test of interest). The Church's staff will verify the validity and content of the official ethics certificate by visual inspection and will note the fact, the result of the inspection, the date of the inspection and his/her signature on or attached to the applicant's CV.

D. Letter of motivation

The Church Administrator may require the applicant to provide a handwritten or typed motivation letter stating the reasons for his/her application, his/her objectives and any information he/she considers necessary for his/her recruitment.

E. Declaration of the applicant's conflict of interest

If required by the nature of the job or duties, the candidate shall declare, at the time of his/her personal interview and at the latest before his/her entry, that he/she has no grounds for exclusion from employment.

A person who has been convicted of a criminal offence against a person under the age of eighteen, a life offence or an offence against property or corruption and who is subject to the adverse consequences of a criminal conviction shall not be employed or engaged in any other employment relationship.

A declaration of conflict of interest must be completed if the job, function or duties

-requires direct contact with children, refugees, elderly people, mentally ill people, members of other vulnerable groups, data processing activities

- managing the property and funds of the church (treasurer).

F. Reference checks with past employers

A reference check with past employers is mandatory for all staff, and in particular if the job, function or duties

-requires direct contact with children, refugees, elderly people, mentally ill people, members of other vulnerable groups, data processing activities

- managing the property and funds of the church (treasurer).

3.2. In order for the application to be considered, the applicant must consent as set out in the Annex to these Rules

- to the processing of the personal data provided to the Congregation as part of the application documents and,

- to contact with the previous employer indicated in the CV of the applicant.

3.3. After this procedure, the personal data will be deleted and the documents submitted will be destroyed. The CV of the applicant will be kept by the Congregation for a maximum period of 3 years, subject to the written consent of the applicant, for the purpose of informing the applicant of future job opportunities.

3.4. When processing the personal data of applicants, the Congregation shall implement the security measures set out in its Privacy Policy.

4. Zero tolerance declaration

At the latest at the time of entering into an employment (voluntary) contract, the employee shall declare his/her acceptance of the Zero Tolerance policy of the Church as set out in the Annex to these Rules. The declaration shall be retained as an annex to the contract and shall be confirmed annually.

Annexes

- Annex 1 - Legitimate interest test (moral certificate)
- Annex 2 – Template of consent for personal data processing
- Annex 3 – Template of declaration of conflict of interest of the applicant
- Annex 4 – Template of reference check
- Annex 5 – Zero Tolerance Declaration

LEGITIMATE INTEREST TEST
MANAGEMENT OF THE OFFICIAL CERTIFICATE OF GOOD REPUTE

Purpose of processing:

To verify the applicant's criminal record prior to recruitment

Situation of the controller, purpose of the processing, nature of the data processed:

The data controller requires a 'clean' official moral certificate for certain jobs and functions for employees employed by the Congregation and for those employed under a personal performance contract. The data processed will include specific personal data (criminal personal data/status).

Relations of the controller with the data subjects

The data subjects are the candidates who apply to the controller.

Definition of legitimate interest

The data controller may require the applicant to present a certificate of good character issued not more than 15 days before the employment or other legal relationship for the purpose of employment is entered into, if the job or task requires direct contact with children, refugees, elderly people, mentally ill people, members of other vulnerable groups, data processing activities or the performance of treasury or application-related tasks.

Necessity of the processing:

In the course of some of its activities, the data controller is in contact with persons belonging to vulnerable groups in society and processes their data. In order to protect the data subjects, it is necessary that all those who come into direct contact with them or who record and process their data act in a reliable, fair and lawful manner. In the course of its activities, the data controller receives national and international grants and donations, which may be used in accordance with the applicable legislation and the principle of zero tolerance of criminal offences. It is therefore essential that all those who handle the assets and funds of the Congregation have no criminal record and are not under disqualification from practising their profession for offences against property or corruption.

Is there an alternative way to achieve this objective?

There is no alternative.

What are the disadvantages for the controller if the processing does not take place?

The risk of irregularity in the use of the grants and donations it manages and the risk to the safety of the persons it helps and serves in its activities.

Examination of the interest of the controller:

The interest of the controller in the processing of the data:

- the proper functioning of the controller
- The controller's legitimate interests in the processing of the data,

The proper functioning of the controller's activities, in particular the interests of the persons assisted by the controller in the course of his/her work.

Interest of the data subject:

The processing affects the data subject's right to privacy, including a specific personal data, criminal status, and the data subject's right to informational self-determination, which is ultimately a right derived from the fundamental human right to human dignity.

Rights of the data subject:

In relation to the job offered, the data subject is free to consider whether he or she wants the job subject to the requirement of an official certificate of good character. The data subject has a reasonable expectation that his or her data relating to his or her criminal status will be processed by the controller only in a regulated manner and only for the time and in the manner disclosed to him or her.

Processing methods, duration, accessibility of data

The presentation of a criminal record is only required for specific jobs and functions, if the controller's manager considers it necessary on the basis of the information available to him. The controller shall not receive, retain or make a copy of the certificate or a copy thereof. During the recruitment process, the applicant shall present him/herself in person and the controller's staff member responsible for the verification of the recruitment process shall record the fact and the result of the verification on the declaration submitted by the applicant.

Implementation of information

The information is provided in advance in the recruitment procedure, in the call for applications and on the candidate's declaration form.

THE RESULT OF THE TEST

The data controller establishes that there is a legitimate interest justifying the processing, that the processing is strictly necessary and minimally necessary for the purpose, and that there is no realistic alternative.

The data of the applicants can be accessed by the controller's staff only to a limited extent, the controller ensures the secure storage of personal data and has taken into account the interests, rights and reasonable expectations of the data subject, so that the restriction of the data subject's right to

information self-determination is proportionate to the aim pursued. The additional security measures implemented by the controller ensure that the data subject is not exposed to other risks arising from the processing. The data subject shall be informed in advance of the processing and shall be aware of the circumstances and rights of the processing.

On the basis of the above assessment, it can be concluded that the processing is necessary and proportionate, does not constitute an unwarranted intrusion into the privacy of the data subject, and that the legitimate interests of the controller may constitute the legal basis for the processing.

Annex 2

Template of applicant consent form

I

Name of the applicant:

Place and date of birth:

Name of mother:

hereby agree that the Józsefváros Evangelical Congregation may process my personal data provided as part of my application for the purpose of evaluating the application for a period of 30 days after the end of the procedure. (mandatory)

I consent to the Józsefváros Evangelical Congregation directly contacting my former employer(s) for reference checks and to my former employers providing the Congregation with information about my previous employment in accordance with the attached form. (mandatory depending on the job to be filled)

I agree that the personal data provided in my application may be kept for a further period of 3 years for the purpose of informing me of the job opportunity, in case of a job application. (optional)

Date:

.....

signature

Accepted

Date:

.....

On behalf of the Congregation

Annex 3

Template of declaration of conflict of interest of the applicant

(to be filled in when applying for a job, before volunteering, before concluding a personal contract of employment, before taking up a position or a function requiring direct contact with children, refugees, elderly people, mentally ill people, members of other vulnerable groups, before carrying out a data processing activity, managing the property and funds of the church (treasurer) at the same time as the application for recruitment, but no later than the conclusion of the contract)

DECLARATION OF CONFLICT OF INTEREST

Name:

Place and date of birth:

Name of mother:

I declare that

- I have no criminal record;
- I am not under any disqualification from engaging in any occupation which precludes me from educating, supervising, caring for, treating, exercising authority over or exercising influence over a person under the age of eighteen years;
- to my knowledge, no criminal proceedings are pending against me.

I acknowledge that the employer may request the presentation of an official certificate of good character issued not more than 15 days before the employment relationship or other employment relationship is established, if the job or duties to be performed

-requires direct contact with children, refugees, elderly people, mentally ill people, members of other vulnerable groups, data processing activities,

- the handling of the property and funds of the Church.

Date:

.....

signature

Accepted

Date:

.....

On behalf of the Congregation

Annex 4

Dear Employer!

The applicant named below has listed your company/organisation as a previous employer on his/her CV, and given written consent to contact directly the former employers named

Please help us to assess your application by answering the following questions. Replies are waiting to the email address of the sender.

Thank you for your cooperation.

Date

Signature

Applicant: **Date:**

Questions:	Answers:
What duties and responsibilities does/did the applicant have?	
How would you describe the applicant's overall work performance?	
What would you say are the applicant's strengths?	
What would you say are the applicant's development areas (eg. weaknesses)?	
What characterised the applicant's relationship with clients and beneficiaries (if any)?	
What was the applicant's reason for leaving?	

Date:

Signature/Name/Position

Annex 5

ZERO TOLERANCE DECLARATION

To be filled in when a new employee joins the company and confirmed by signing and dating the document in the first week of January each year.

I, the undersigned _____, acknowledge that the Budapest-Józsefváros Evangelical Congregation has a zero tolerance policy against fraud and bribery, and that I have read and accept as binding upon me the provisions of the Anti-Fraud and Bribery Policy, the Code of Ethics and the Policy on Prohibition of Sexual Exploitation and Sexual Abuse.

I acknowledge that fraud includes a wide range of dishonest conduct, including theft, false statements, falsification of information and the use of property not my own for my own purposes.

I acknowledge that bribery includes a wide range of dishonest conduct, including accepting or giving kickbacks.

I acknowledge that at the Budapest-Józsefváros Evangelical Congregation

- sexual exploitation and abuse is prohibited;
- fraud and bribery are not acceptable;
- all activities conducted by the Congregation must be carried out with integrity and honesty;
- financial and human resources must be protected and maximised for the benefit of the beneficiaries of the activity;
- the commission of fraud or bribery, harassment or any other sexual misconduct or abuse shall constitute a serious breach of an obligation arising from employment (other contractual relationship) and shall result in immediate termination of employment (other contractual relationship).

I acknowledge that it is in the best interest of the Congregation to report information or suspicions of fraud or bribery, sexual misconduct, harassment or illegal acts in the workplace.

I acknowledge that I may report anonymously, but that it is in the best interest of the Congregation that I provide my name in order to conduct an investigation.

Date: 2023

Signature:

I confirm this declaration:

Dated: 2023

Signature:

Dated: 2024

Signature:

(to be continued on opposite page)