

## **OLD CATTON PARISH COUNCIL**

### **STAFF RECRUITMENT POLICY**

Old Catton Parish Council is an equal opportunities employer and applies a professional approach to recruitment.

Any vacancy will be advertised internally and externally using one or all of the following:

- Parish Council website;
- Parish Council noticeboards;
- Local newspapers;
- Any other appropriate publication or location.

The advertisement, which will be consistent with the job description and person specification will state:

- The position advertised;
- The job location;
- The intended pay;
- The qualifications and experience required;
- How to apply for the job and details of the person to contact if more information is required;
- The closing date for receipt of the application form.

All applicants will be provided with a recruitment pack which will include information about Old Catton Parish Council, a job description, a person specification and an application form.

All applicants seeking the position will be required to:

- Apply in writing before the advertised closing date;
- Apply using the official application form. Curriculum Vitae will not be accepted;
- Provide two references including one from the most recent employment. References will only be applied for once a candidate is offered and has accepted a position;
- Provide evidence of work entitlement in the UK before being interviewed.

The Parish Council will retain proof of work entitlement on file.

Applicants will only be considered on their ability to meet the requirements of the position being sought. The criteria for shortlisting will be consistently applied across all applicants.

The recruitment of the Parish Clerk will be the responsibility of the Parish Council upon the recommendation of the Staffing Committee.

The recruitment of other positions will be the responsibility of the Parish Council upon the recommendation of the Staffing Committee and the Parish Clerk.

Interviews will be held as appropriate for the position being filled.

The interview process will be as follows:

- Shortlisted applicants will be interviewed by a delegated Staffing Committee;
- No questions relating to the candidates age, sex, sexual orientation, race, marital status, nationality, religion or belief, disability, membership or non-membership of a trade union will be asked;
- Candidates will be informed as quickly as possible after a decision has been made;
- The successful candidate's references will be verified by the Council upon accepting the position. The offer of a position will be subject to the receipt of satisfactory references.

The successful applicant will receive:

- An offer letter – which will include the job offer (subject to references), the job title, employment terms, the start date and any action the candidate needs to take;
- A Contract of Employment – stipulating a minimum 3-month probationary period;
- Induction details.

Salary will be commensurate with the type of employment and experience of the applicant.

Staff appraisals will be conducted annually.

All employment will be subject to English Employment Law.

This policy will be reviewed annually, unless required earlier by legislation or additional material.

Adopted: March 2018

Reviewed: 13<sup>th</sup> January 2020