

CAVERSFIELD PARISH COUNCIL

DRAFT Recruitment Policy

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

Any vacancy will be advertised in the public domain using one or all of the following:

- Parish Council website
- Parish Council noticeboards
- OALC Newsletter
- Local newspapers
- Any other appropriate publication or location

The advertisement 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 Job Description and Person Specification.

All applicants seeking the position will be required to:

- apply in writing before the advertised closing date;
- include a full Curriculum Vitae detailing their experience and qualifications for the job;
- provide two references including one for a recent employment;
- 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 filling of the position of Parish Council Clerk will be the responsibility of the Staffing Committee.

The filling of other positions will be the responsibility of the Chairman, Councillors and Parish Clerk.

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

The Interview Process

- Shortlisted applicants will be interviewed by a delegated Staffing Committee;
- No questions relating to the candidate's 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, any action the candidate needs to take.
- A Contract of Employment – stipulating a 6 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 at a Parish Council meeting on:

To be reviewed on:

Draft – 14 September 2017