

## Ditton Parish Council

### STAFF RECRUITMENT POLICY

Recruitment of staff is the responsibility of the Council who has delegated this to the Personnel Committee (see Terms of Reference for the Personnel Committee).

Ditton Parish Council is an Equal Opportunities employer. The aim of the Council's Recruitment Policy is to ensure that the Council select the most suitable person for the job on the basis of their relevant merits and abilities and that no employee/job applicant is unfairly treated on any grounds including:

- race
- colour
- nationality
- ethnic or national origins
- religion
- sex
- sexuality
- marital status
- age
- social background
- disability

The Council accepts that although it may be necessary to appoint new employees at short notice, because of unforeseen circumstances, the recruitment process will always be approached in the broadly the same way to ensure the most suitable person is selected.

The Council will ensure it appoints well qualified and experienced staff by:

- deciding what skills and qualities it requires in a new employee
- the preparation of Job Description
- the preparation of Person Specification
- the preparation of an application form
- advertising the position internally and/or externally as widely as possible and in a manner that is designed to attract candidates with the required skills and qualities
- ensuring the candidates are legally entitled to work in the UK (*Restriction on Employment) Order 2007*
- drawing up a short list of suitable applicants whose skills and abilities match those required
- ensuring shortlisted candidates complete a Pre-Employment Medical Questionnaire
- undertaking an interviewing process which ensures an objective assessment of the candidates

- interviewing candidates fully, keeping detailed notes and a proper record of the interview

On completion of the selection process the Council will:

- write to the best candidate offering employment and enclosing a New Start Details Form
- take up references and check them before confirming the appointment
- inform unsuccessful candidates in writing once the appointment has been confirmed.

11.12.2008/sjk