

# **Rolvenden Parish Council.**

## **Recruitment Policy**

This Policy applies to the recruitment of employees and appointees to other bodies where the appointee is not necessarily a Parish Councillor.

Rolvenden Parish Council is committed to equal opportunities and welcomes applications from all sections of the community.

### **Documentation:**

All applicants will be sent:

- A job description
- A Person Specification
- An Application Form

The various attributes in a Person Specification should be separated into those that are essential and those that are desirable.

### **Advertising a vacancy:**

Any vacancy will be advertised on one or all of the following:

- Parish Council website
- Parish Council Noticeboard
- Local publications

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.

### **Applicant Responsibilities:**

- All applicants must apply for a position in writing and before the advertised closing date
- All applicants must provide evidence of work entitlement in the UK before being interviewed. The Parish Council will retain proof of work entitlement on file.
- All applicants must provide a recent employment reference upon request.

### **Code of Conduct Considerations:**

If a Councillor declares an interest in a Code of Conduct context because of the nature of his/her relationship to an individual applicant, he/she should also declare an interest in the

selection process and not play any part in it.

**The Interview Process:**

- Shortlisted applicants will be interviewed by a delegated personnel committee, sub-committee or an employee if appropriate.
- 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 Successful applicant:**

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.