RECRUITMENT POLICY

Revised & re-adopted by Full Council on 21.03.19 New Revision date March 2020

Introduction

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

The Recruitment Process

1. Any vacancy will be advertised in the public domain using one or all of the following:
   a. Parish Council website
   b. Parish Council notice-board
   c. Parish Council newsletter
   d. Cumbria Association of Local Councils website and Newsletter
2. All persons seeking a position will be required to complete an appropriate job application form including the provision of references.
3. All prospective employees will be provided with a Job Description and Person Specification.
4. Applicants will only be considered on their ability to meet the requirements of the position being sought.
5. The filling of the position of Parish Council Clerk will be the responsibility of a designated Working Group of council members.
6. Applicants will be shortlisted and Interviews will then be held.
7. The offer of a position will be subject to the receipt of satisfactory references.
8. Successful applicants will be provided with a Contract of Employment.
9. Salary will be commensurate with Nationally agreed terms and conditions of service.
10. There will be an initial trial period of 3 months, after which there will be a review.
11. There will then follow an acceptance period of a further 3 months.
12. Staff appraisals will be conducted annually.
13. All employment will be subject to English Employment Law.
14. This policy will be reviewed annually, unless required earlier by legislation or additional material.