

Old Parish Council Recruitment Policy

Old Parish Council is an equal opportunity 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 Notice Board
- Parish Council Website
- Any other appropriate publication or location

All persons seeking a position will be required to complete the appropriate job application form including the provision of references and where appropriate curriculum vitae. The exception being that of an existing employee seeking an alternative position within the Council.

All prospective applicants will be provided with a Job Description.

Applicants will only be considered on their ability to meet the requirements of the position being sought.

The filling of the position for Parish Clerk will be the responsibility of a designated Working Group of council members.

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

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

The offer of a position will be subject to the receipt of satisfactory references if required.

Successful applicants will be provided with a Contract of Employment.

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

There will be an initial trial period of 3 months after which there will be a review.

Staff Appraisals will be conducted annually.

All employment will be subject to English Employment Law.

This policy will be reviewed every three years unless required earlier by legislation or additional material.