



# TOPPESFIELD PARISH COUNCIL



## RECRUITMENT POLICY

1. Toppesfield Parish Council is an equal opportunities employer and applies a professional approach to recruitment.
2. Any vacancy will be advertised in the public domain using one or all of the following:
  - a. Local newspapers
  - b. Parish Council website
  - c. Parish Council notice-board
  - d. Parish Council newsletter
  - e. Any other appropriate publication or location
3. All persons seeking a position will be required to complete an appropriate job application form including the provision of references.
4. All prospective employees will be provided with a Job Description.
5. Applicants will only be considered on their ability to meet the requirements of the position being sought.
6. The filling of the position of Parish Council Clerk will be the responsibility of a designated Working Group of council members.
7. The filling of other positions will be the responsibility of the Chairman, Councillors and Parish Clerk.
8. Interviews will be held as appropriate for the position being filled.
9. The offer of a position will be subject to the receipt of satisfactory references.
10. Successful applicants will be provided with a Contract of Employment.
11. Salary will be commensurate with the type of employment and experience of the applicant.
12. There will be an initial trial period of 3 months, after which there will be a review.
13. There will then follow an acceptance period of a further 3 months.
14. Staff appraisals will be conducted annually.
15. All employment will be subject to English Employment Law.
16. This policy will be reviewed annually, unless required earlier by legislation or additional material.