Charlton Parish Council

Recruitment and Selection Policy

Charlton Parish Council does not discriminate against any person in its recruitment and selection on the grounds of their race, sex, disability, sexual orientation or religion or belief or refused employment on the grounds of membership or non-membership of a trade union.

The Council is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity.

In the Event of a Vacancy Arising

- A person specification will be prepared. This will briefly describe the ideal person to fill the job and is a profile of the personal skills and characteristics looked for in recruitment and selection. The person specification will help avoid inadvertent discrimination.

- Consideration will be given to whether the work could be done by part-timers, job-sharers or home-based workers.

- Charlton Parish Council will ensure that no job applicant is treated less favorably on grounds of sex, race, colour, and nationality, ethnic or national origin or on the grounds of disability, sexual orientation, religion or belief under the Equal Opportunities Act 2010.

- Charlton Parish Council will aim to attract applicants by using the best methods of recruitment to reach the target group at least cost. The main methods are:
    - Job centres;
    - commercial employment agencies
    - on line recruitment with HALC.
    - Noticeboards
- All applicants will be required to provide an application form and will be used to sift out unsuitable candidates. The form will only ask for information that is relevant to the job.

- When carrying out interviews Charlton Parish Council will ensure that there are no interruptions by visitors or telephone call, that all candidates are given information about the organisation and the job and the opportunity to ask questions, and that no questions are asked which may be considered discriminatory.

- Notes will be kept of each interview and reasons for rejection given to unsuccessful candidates who make a request.

This policy will be reviewed every 3 years
Signed on Behalf of Charlton Parish Council

Chairman: **Date:**