

Braunton Parish Council



Recruitment and Selection Policy

Braunton Parish Council does not discriminate against any person in its recruitment and selection on the grounds of their;

- race
- sex
- disability
- sexual orientation
- religion or belief
- age
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- 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 describe the essential criteria needed 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 and will be used to shortlist applicants for interview.
- Consideration will be given to whether an existing employee could be trained to do the job.
- Consideration will be given to whether the work could be done by part-timers, job-sharers or home-based workers.
- Braunton Parish Council's Equal Opportunities Policy will be adhered to ensure that no job applicant is treated less favorably on the grounds listed above.

- Braunton 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:
 - internal recruitment;
 - notice boards
 - Jobcentres;
 - Job fairs;
 - commercial employment agencies;
 - local newspapers.
 - on line recruitment.

- All applicants will be required to complete an application form which 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 Braunton Parish Council will ensure that there are no interruptions by visitors or telephone call, that all candidates are given information about the organization 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 Braunton Parish Council

Chairman.....

Date.....

February 2009