

# **Stanwick Parish Council**

## **Staff Recruitment Policy**

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

Any vacancy will be advertised in the public domain on

- Parish Council website
- Parish Council noticeboards

And if appropriate using one or all of the following:

- NCALC e-newsletters
- Local newspapers
- Any other appropriate publication or location

The advertisement will state:

- the position advertised
- the job location
- the intended pay or pay scale range
- the qualifications and experience required
- how to apply for the job and details of the person to contact if more information is required
- the closing date for receipt of the application form

All applicants will be provided with a Job Description and Person Specification.

All applicants seeking the position will be required to:

- apply in writing before the advertised closing date
- include a full Curriculum Vitae detailing their experience and qualifications for the job
- provide two references including one for a recent employment
- provide evidence of work entitlement in the UK before being interviewed

The Parish Council will retain proof of work entitlement on file in accordance with 15 to 25 of the Immigration, Asylum and Nationality Act 2006

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

The filling of the position of Parish Council Clerk will be the responsibility of a panel comprised of the Chairman and two other councillors

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

## The Interview Process

- Shortlisted applicants will be interviewed by a delegated Panel
- No questions relating to the candidate's age, sex, sexual orientation, race, marital status, nationality, religion or belief, disability, membership or non-membership of a trade union will be asked
- Candidates will be informed as quickly as possible after a decision has been made
- The successful candidate's references will be verified by the Council upon accepting the position

The offer of a position will be subject to the receipt of satisfactory references. The references will be retained for the duration of the employment to comply with insurance requirements.

The successful applicant will receive

- An offer letter – which will include the job offer, subject to references, the job title, employment terms, the start date, any action the candidate needs to take
- A Contract of Employment – stipulating a 6 month probationary period
- Induction details

Salary will be commensurate with the type of employment and experience of the applicant and in accordance with scales set out by the National Joint Council for Local Government Services (NJC).

Legal requirements

- All employment will be subject to English Employment Law
- The recruitment process will be conducted with reference to the Data Protection Act 2018, the General Data Protection Regulations 2018 and the Council's Data Protection policies

External Advice

- The Council may take advice from external bodies such as Northamptonshire CALC if it deems appropriate.

Policy review

- This policy will be reviewed by the Staffing Committee on an annual basis.

Version	Date adopted	Minute reference
1	16/07/2020	20.42

Reviewed 10 February 2022