

# **DRINKSTONE PARISH COUNCIL**

## **RECRUITMENT POLICY**

Drinkstone Parish Council has a responsibility to implement and monitor fair, objective and systematic procedures for recruitment and is an equal opportunities employer and applies a professional approach to recruitment. In this regard the council will ensure that:

- All employment opportunities are advertised using appropriate media including displaying the advertisement on the parish council notice boards, within the local newsletter and on the village website.
- Individuals are assessed according to their capability to carry out the tasks as set out in the job description.
- The selection practice is in accordance with the Council's Equality & Diversity Policy and with equal opportunities legislation.
- All applications for a position should be in writing and where appropriate references and curriculum vitae will be requested.
- Successful applicants for employment will be provided with a Contract of Employment.
- A record of the employment of an individual will be kept and maintained by the Parish Clerk. Only under exceptional circumstances will this file and its contents be available to anyone other than the Chairman of the Parish Council, the Parish Clerk and employee concerned.