



October 2021

## Recruitment Policy

It is the organisation's policy to recruit the most suitable person for each vacancy, regardless of sex, colour, race, nationality, national or ethnic origins, religion or beliefs, age, sexual orientation or disability. Wherever possible, existing employees will be invited to apply for promotion opportunities when a suitable vacancy arises.

### Procedure

1. Vacancies may only be filled after a job description and a note detailing the reason for the vacancy and person specification has been notified to Julie Partridge and approval has been received. Where the job is to be advertised, the proposed advertisement must be submitted to Julie Partridge for approval.
2. Copies of all advertisements (where appropriate) will be placed on internal notice boards (this includes the Family) together with a note informing existing staff that they are welcome to apply.
3. Staff concerned with recruitment must ensure that they comply fully with the organisation's equal opportunities policy at every stage of the recruitment process. In accordance with the equal opportunities policy, reasonable adjustments will be made to accommodate the particular needs of any person who has notified the organisation that he or she has a disability within the meaning of the Equality Act 2010 at all stages of the recruitment process.
4. Unless otherwise justified, a decision to shortlist, interview, employ or engage the services of any person will be taken without regard to the applicant's gender, marital status, race, colour, nationality, national or ethnic origins, religion or belief, sexual orientation, age, trade union membership or (unless justified) disability or because his or her name appears on a prohibited list (ie a list of known trade union activists).
5. All job applications will be acknowledged within two weeks of receipt.
6. Where appropriate, skills tests will form part of the interview.
7. Applicants who are not shortlisted must be informed of this fact as soon as possible. The originals of documents provided by unsuccessful candidates (eg, in support of their right to work in the UK) will either be returned to them by secure means, or destroyed. This will be done by Shellie Prager .
8. When a suitable candidate has been identified, a job offer will be made subject to satisfactory references, proof of qualifications, sight of relevant documentation confirming the individual's right to work in the UK, provision of a Disclosure and Barring Service (DBS) disclosure (with a Barred List check) and a completed medical questionnaire that is acceptable to the employer.
9. Each offer letter must be accompanied by a statement of the terms and conditions of employment relating to that position and a form for the applicant to sign denoting acceptance of the job on those conditions.

10. In the case of internal promotions or transfers, the employee must be sent a letter confirming the variation to his or her terms and conditions eg salary and benefits. Details of the planned induction should also be sent with this letter, eg outlining any training and development, coaching or work shadowing.
11. Appointments will not be confirmed, nor starting dates set, until satisfactory replies have been received from referees, proof of qualifications submitted by the employee, the required DBS disclosures (with Barred List checks) applied for, the medical questionnaire reviewed and documentation confirming the individual's right to work in the UK seen and copied.
12. All appointments will be made subject to a satisfactory probationary period. New employees' progress will be monitored closely by their supervisor during this period and will have regular supervision meetings within the first 3 months. A recommendation should be discussed and agreed at the probation interview as to whether the employment should be confirmed, extended or terminated.