Ashby Herringfleet & Somerleyton Parish Council

RECRUITMENT POLICY

This Policy applies to the recruitment of:

- employees and
- appointees to other bodies where the appointee is not necessarily a Parish Councillor.

Ashby Herringfleet & Somerleyton Parish Council is an equal opportunities employer and applies a professional approach to recruitment. It will apply its Equality policy throughout the recruitment process.

Any vacancy will be advertised using one or all of the following:

- Parish Council website
- Parish Council Noticeboard
- Local publications such as the Hexagon

All applications for a position must be in writing. Where appropriate references and a curriculum vita will be requested.

All prospective applicants will be given a Job Description.

The filling of vacancies is the responsibility of the whole Council.

Successful applicants for employment will be provided with a Contract of Employment

Employees will be subject to a 3-month probationary period

This policy was adopted by Ashby Herringfleet & Somerleyton Parish Council on 4th March 2004.
Reviewed September 2024
Next review May 2027