

# Haverhill Town Council

## Recruitment Policy



HAVERHILL  
TOWN COUNCIL

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#### Introduction

This policy should be read in conjunction with the Haverhill Town Council Equality and Diversity Policy.

#### Recruitment advertising

- 1 It is Haverhill Town Council's policy to recruit the best person for each vacancy. Wherever possible, existing employees will be considered for transfer or promotion opportunities before any external advertisement.
- 2 All full-time vacancies will be advertised on the designated notice boards.
- 3 Vacancies will be advertised on the Town Council website and on social media.

#### Recruitment selection

- 3 It is the Council's policy to require all applicants to complete an application form. The Council will interview candidates with appropriate qualifications and experience as soon as possible after the closing date for the receipt of applications.
- 4 Haverhill Town Council is committed to applying its equality of opportunity at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to sex, gender reassignment, sexual orientation, marital or civil partnership status, race, religion or belief, age, pregnancy or maternity or disability.
- 5 Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.
- 6 All disabled applicants who meet the minimum requirements of the job as set out in the job description and employee specification will be guaranteed an interview.
- 7 The short-listed candidates will be interviewed by the manager and at least one other person. The Chairman of the Council will interview candidates for senior management posts.

- 8 Under no circumstances must candidates be interviewed in their own homes.
- 9 Psychometric testing may be used as part of the recruitment process. Any test used must have been validated in relation to the job, be free of bias, and be administered and validated by a suitably trained person.
- 10 All offers of employment will be made on behalf of Haverhill Town Council by the Town Clerk and will be subject to the receipt of two satisfactory references and the completion of a six-month probationary period, evidence of the right to work in the UK and a DBS check (where applicable)
- 11 Candidates who attended for interview but were unsuccessful will be advised in writing.
- 12 Having obtained the candidate's agreement to approach their referees, a written request for a reference is made accompanied by a copy of the job description and person specification (where available) to enable the referee to comment on the suitability, background and experience of the candidate for the particular post.
- 13 The successful candidate will be required to complete a two-part health questionnaire. Part 2 of the questionnaire asks whether there are any 'yes' answers to part 1. Only part 2 is returned to the Clerk. If the response to part 2 is that a positive response has been given to part 1, the employee will be referred to Workfit for further investigation. If the person is able to discharge their duties there will a note made on the files and the person may start work.

Adopted as a policy 20<sup>th</sup> January 2023

Next review January 2024