



UTTOXETER TOWN COUNCIL

Recruitment Policy

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This Policy is to ensure the recruitment of the most suitable person for the job on the basis of their relevant merits and abilities and that no job applicant is treated unfairly on any grounds including disability, race, colour, ethnic or national origin, gender, sexual orientation, marital status, age, religion, or political belief.

The Council will ensure it appoints suitable qualified and experienced staff by:

1. Deciding what skills and qualities are required.
2. Preparation of a Job Description
3. Preparation of a Person Specification
4. Advertise the position internally and/or externally.
5. Ensure the candidates are legally entitled to work in the UK (Restriction on Employment Order 2007)
6. Short list suitable applicants whose skills and abilities match those required.
7. Undertake an interview process which ensures an objective assessment of the candidate's suitability for the post.
8. Keep detailed notes and a proper record of the interviews.

On completion of the selection process the Council will:

1. Inform all those interviewed of the outcome.
2. Take up references and check them before confirming the appointment.

Approved at the meeting held on Tuesday, 10 December 2013

Adopted/Approved by Council at its Annual General Meeting held on 13 May 2014.

Adopted/Approved by Council at its Annual General Meeting held on 19 May 2015.

Adopted/Approved by Council at its Annual General Meeting held on 10 May 2016.

Adopted/Approved by Council at its Annual General Meeting held on 9 May 2017.

Adopted/Approved by Council at its Annual General Meeting held on 8 May 2018.

Adopted/Approved by Council at its Annual General Meeting held on 14 May 2019.

Reviewed/Adopted by UTC – AGM held on 5 May 2021

To be reviewed by UTC at its meeting on 10 May 2022