



# Recruitment Policy

Last reviewed:	March 2023
Last adopted:	July 2023
Next adoption due:	May 2027

1. Buntingford Town Council is an equal opportunity employer and applies a professional approach to recruitment.
2. Any vacancy will be advertised in the public domain using one or all of the following:
  - Local newspapers
  - Town Council Website
  - Town Council Noticeboard
3. All persons seeking a position will be required to complete the appropriate job application form including the provision of references and, where appropriate, a curriculum vitae. The exception being that of an existing employee seeking an alternative position within the Council.
4. All prospective applicants will be provided with a Job Description.
5. Applicants will only be considered on their ability to meet the requirements of the position being sought.
6. The filling of the position for Town Clerk will be the responsibility of a designated Working Group of council members.
7. The filling of other positions will be the responsibility of the Town Clerk.
8. Interviews will be held as appropriate for the position being filled.
9. The offer of a position will be subject to the receipt of satisfactory references.
10. Successful applicants will be provided with a Contract of Employment.
11. Contracts of Employment are the responsibility of the Liaison Group/Resources Committee.
12. Salary will be commensurate with the type of employment and experience of the person.

13. There will be an initial trial period of 3 months after which there will be a review.
14. There will then follow an acceptance period of a further 3 months.
15. All employment will be subject to English Employment Law
16. This policy will be re-adopted every four years unless required earlier by legislation or additional material.