

RECRUITMENT POLICY

1. Much Wenlock Town Council is an equal opportunities employer and applies a professional approach to recruitment.
2. Any vacancy will be advertised in the public domain, as appropriate, using one or all of the following:
 - ☞ Local newspapers
 - ☞ Local employment agency
 - ☞ Town Council Website
 - ☞ Town Council Notice board (s)
 - ☞ Shropshire Association of Local Councils website and newsletter
3. All persons seeking a position will be required to complete the appropriate job application form including the provision of references.
4. All prospective applicants will be provided with a job description and job specification.
5. Applicants will only be considered on their ability to meet the requirements of the position being sought.
6. The filling of the position of Town Clerk and other positions will be the responsibility of a designated Recruitment Panel of council members with a recommendation to appoint being made to a meeting of the Town Council
7. Interviews will be held as appropriate for the position being filled.
8. The offer of a position will be subject to the receipt of satisfactory references and, if appropriate, Criminal Record Bureau checks.
9. Successful applicants will be provided with a Contract of Employment. There will be an initial trial period of 6 months after which there will be a review.
10. Contracts of Employment must be ratified by the Personnel Committee.
11. Salary will be commensurate with the type of employment and experience of the person. Salaries will be set in accordance with the provisions of the NJC for employees of local government and, in the case of the Clerk, scales set by the NALC/SLCC.
12. Formal staff appraisals will be conducted by the Town Clerk, quarterly during the first year of employment and annually thereafter. The Town Clerk's appraisal will be conducted twice annually by the Personnel Committee.
13. All employment will be subject to English Employment Law.
14. This policy will be reviewed annually.