



Devizes

Town Council

RECRUITMENT POLICY

1. **PURPOSE AND SCOPE**

This policy sets out the process for recruitment to vacant permanent posts within Devizes Town Council.

It does not extend to the appointment of temporary/seasonal posts.

2. **PERMISSION TO APPOINT**

When a post becomes vacant, permission to appoint must be sought from the Town Clerk. Permission will not normally be withheld unless a review of the necessity of the post is required. If such a review is required it will be undertaken by the relevant committee.

All posts to be recruited to will have an up-to-date job description and person specification.

3. **OPEN COMPETITION**

Devizes Town Council is an equal opportunities employer and has no regard to age, gender, sexuality, race or religion within its recruitment process

All posts will normally be the subject of open external competition. In exceptional circumstances a post may be recruited to without subjecting it to open external competition. In such circumstances, permission must be sought from the Personnel Committee.

If vacancies arise as a result of a reorganisation that also involves potential displacements or redundancies, then the process of recruitment will be subject to the Council's Reorganisation Policy which is based on the employment law that informs such processes.

4. **ADVERTISEMENT**

A vacant post will be advertised in an appropriate manner having regard to the nature of the likely applicants.

5. **APPLICATION**
Applications will be in the form of the Council's agreed application form, which may be amended from time to time.

Applications by letter or CV will not be accepted.

Applications will only be considered if they have been received by the stated closing date.

6. **SHORT LISTING PROCEDURE**
Applications will be short listed against a set of pre agreed criteria. The notes and criteria of unsuccessful candidates for interview will be kept for six calendar months from the closing date

7. **INTERVIEW PROCEDURE**
The interview panel will normally comprise of two officers and one member unless agreed otherwise by the Personnel Committee.

All candidates will be subjected to the same pre agreed questions. Notes and criteria of the unsuccessful candidates will be kept for a period of six months from the date of the interview.

8. **NOTIFICATION**
Applicants who are unsuccessful in achieving an interview will be notified by letter.

Unsuccessful candidates who have been interviewed will be notified by telephone, if possible, followed up by letter.

9. **THE SUCCESSFUL CANDIDATE**
The successful candidate will be notified, if possible, by telephone followed up by letter of a conditional offer. The offer must be subject to satisfactory references and medical questionnaire.

References will be taken up in all cases unless the successful candidate is already an employee of Devizes Town Council.

Once satisfactory references and medical questionnaire have been received a formal offer of appointment will be sent.