

SWANMORE PARISH COUNCIL
RECRUITMENT POLICY

Swanmore Parish Council is an equal opportunities employer.

When the position of Clerk or Assistant Clerk falls vacant it will be advertised in the public domain by one or all of the following methods:

- on local notice boards
- local press
- Parish Council website
- through the Hampshire Association of Local Councils

All people seeking a position will be required to complete an application form, including the provision of references and CV. The exception being that of an existing employee seeking an alternative position within the Council.

All applicants will be supplied with a Job Description.

Applicants will be considered only on their ability to meet the requirements of the position being sought.

The filling of any post within the council will be the responsibility of a working group of council members and the Clerk.

Interviews will be held as appropriate for the position to be filled.

The offer of employment will be subject to the receipt of satisfactory references.

Successful applicants will be provided with a Contract of Employment.

Salary will be commensurate with the type of employment and experience of the person, and with regard to the NJC scale.

A probationary period of 6 months will normally be applied unless agreed otherwise.

Staff appraisals will be conducted annually.

All employment will be subject to English Employment Law.