

## **Bottesford Parish Council Recruitment Policy**

This Policy applies to the recruitment of employees and appointees to other bodies where the appointee is not necessarily a Parish Councillor.

Bottesford Parish Council is an equal opportunities employer and applies a professional approach to recruitment.

Any vacancy will be advertised including one or all of the following,

- Parish Council website.
- Parish Council Noticeboard.
- Local publications such as the Village Voice.

All applications for a position must be in writing. Where appropriate references and a curriculum vitae will be requested.

All prospective applicants will be given a Job Description.

The filling of vacancies is the responsibility of the whole Council and will be managed by the HR Committee.

Successful applicants for employment will be provided with a Contract of Employment, Employees will be subject to a 6-month probationary period.