

# Atherstone Town Council



## RECRUITMENT POLICY 2021-23

Reviewed and Adopted July 2021



## **Atherstone Town Council Recruitment Policy**

Resolved and Adopted at the Town Council meeting of the 21<sup>st</sup> July 2021.

This policy applies to the recruitment of all employees.

Atherstone Town 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;

- Town Council website
- Town Council noticeboard
- Local press, such as Atherstone Herald and Heartland Evening News.

All applications for a position must be submitted in writing, where appropriate references and CV. will be requested.

All prospective applicants will be given a Job Description.

The filling of vacancies is the responsibility of the whole Council.

Successful applicants will be provided with a Contract of Employment.

For all new employees confirmation of the appointment will be subject to satisfactory completion of a period of probationary service of not less than 13 weeks. During any such period of service applicants would be expected to establish their suitability for the post. Appraisals will be held after three and six months of employment, in line with the Council's appraisal procedure.

**Resolved and adopted at the Town Council Meeting on 21<sup>st</sup> July 2021**

Signed 

Date

**Chairman of Council Cllr Mark Jordan**

**Document Review Date: no later than July 2023**