

# Tring Town Council

## Recruitment Policy

1. Tring 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	DIS
Town Council Notice board	HAPTC newsletter
3. All persons seeking a position will be required to complete the appropriate job application form including the provision of references and, where appropriate, a curriculum vitae; the exception being that of an existing employee seeking an alternative position within the Council.
4. All prospective applicants will be provided with a job description.
5. Applicants will only be considered on their ability to meet the requirements of the position being sought.
6. The filling of the position for Town Clerk will be the responsibility of a designated Working Group of council members.
7. The filling of other positions will be the responsibility of the Town Clerk, in association with the Chairman of Finance & Policy Committee.
8. Interviews will be held as appropriate for the position being filled.
9. The offer of a position will be subject to the receipt of satisfactory references and, if appropriate, Criminal Record Bureau checks.
10. 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. A contract of permanent employment will be issued, if thought appropriate, after the review.
11. Contracts of Employment are the responsibility of the Finance & Policy Committee.
12. 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.
13. Staff Appraisals, if appropriate, will be conducted annually.
14. All employment will be subject to English Employment Law.
15. This policy will be reviewed every four years unless required earlier by legislation or additional material.