Tur Langton Parish Council
Recruitment Policy

Adopted 15/09/26 for review September 2027

1. This policy applies to the recruitment of the clerk.

2. Tur Langton Parish Council is an equal opportunities employer and applies a professional approach to recruitment.

3. All sections of the community will be informed of the vacancy. The vacancy will be advertised in the following ways:

    - Parish Council website
    - Parish Council Notice Board
    - Local Publications (Parish Council Newsletter / Kibworth Chronicle)
    - LRALC Newsletter

4. Applications for the position may be in writing or by email. References and a completed application form will be requested.

5. All prospective applicants will be given a Job Description and copy of the Council's Equality, Diversity and Equal Opportunities Policy, Health and Safety / Home Working / Lone Working policies, Expenses Policy and Sickness and Absence Policy.

6. The filling of vacancies is the responsibility of the whole Council and will be managed by a working party. The final decision on appointment will be made at a full council meeting.

7. The selection criteria will be determined solely on the basis of the requirements for the job.

8. The clerk will be appointed solely on the basis of their relevant, assessable experience and abilities.

9. All members of the selection and interviewing panels will be expected to demonstrate an understanding of the Council's Equality, Diversity and Equal Opportunities Policy. All decisions should be in line with this policy.

10. A specific question to test the understanding of equalities will be asked at interview or during the selection process.

11. The successful applicant will be provided with a Contract of Employment. Employees will be subject to a six month probationary period.