

# Great Aycliffe Town Council



# RECRUITMENT POLICY

**Author of Policy:** Corporate & Policy Officer  
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## **RECRUITMENT POLICY AND PROCEDURE**

An advert will be drafted giving consideration to the person required and the qualification and experience needs to fulfil the post. It will state that, where applicable, the successful applicant will be required to apply for a Disclosure and Barring Services Check.

Adverts will be placed on our web site in the local newspapers, and any other appropriate location or specialist magazine.

A Candidate Pack, which includes the application form, job description, person specification, equal opportunities questionnaire and information on the specific service, will be sent to each applicant.

A closing date will usually be set for two weeks after the advert has been published. Short listing will usually take place during the week after the closing date. This will be done by discarding all applicants who do not meet the essential criteria as stated in the person specification and will then consider how well the remaining applicants meet the desirable criteria and then rank each candidate in priority order or scoring order.

Interviews will usually be held two weeks after the short listing. A practical session may form part of the interview and will be arranged before the formal interview takes place.

Interviews will be conducted by Officers, and occasionally Members depending on the grade and each applicant's knowledge will be tested using the interview questionnaire and appropriate scoring system.

The position will be offered to the successful candidate subject to the receipt of satisfactory references, a satisfactory medical report and proof of qualifications (no photocopies accepted).

The Council is registered with the North East Regional Employers Organisation, who will carry out the Disclosure and Barring Service checks for the successful candidate, if applicable.

Disclosures from another body will only be accepted in exceptional circumstances and when the check was taken within the previous 3 months.

The successful applicant will only be allowed to start work after the receipt of a DSB check unless they are undergoing training or shadowing another member of staff.

**IT IS THE RESPONSIBILITY OF GREAT AYCLIFFE TOWN COUNCIL TO  
UNDERTAKE THE DISCLOSURE AND BARRING SERVICE CHECKS**