

Leigh on Mendip 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 Councilor.

The Parish council is an equal opportunities employer and applies a professional approach to recruitment. Any vacancy will be advertised using one or all of the following:

- Parish Council website.
- Parish Council Noticeboard.
- Local publications such as the Parish Magazine.

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 councilors nominated in advance with the assistance of the Clerk, where appropriate.

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