

## **New Mills Town Council – Recruitment Policy**



This Policy applies to the recruitment of employees and appointees to other bodies where the appointee is not necessarily a Town Councillor.

New Mills 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:-

- i. Parish Council website.**
- ii. Parish Council Noticeboard.**

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 the Council.

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