



## **POLICY STATEMENT OF RECRUITMENT & SCREENING**

### **Vacancies**

Details of vacancies arising with the Council will normally be placed on public notice boards in the Town at the Town Clerk's discretion with internal applicants encouraged to apply for vacancies wherever practicable.

The recruitment of external candidates will apply where specific skills and experience are required.

### **Screening**

All offers of employment to external candidates are made subject to receipt of references satisfactory to the Council and sight of appropriate documentation confirming your right to work in the UK.

We may also carry out checks on your qualifications and/or other information obtained during the recruitment process.

Wherever possible, screening will be completed prior to an offer of employment being confirmed or before you commence your employment with us.

In certain circumstances screening may be completed during the first few weeks of employment with us.

In any event the Council reserves the right to terminate your employment where unsatisfactory references are received or are incomplete.