



EMPLOYMENT POLICY

EXTERNAL RECRUITMENT, SELECTION AND DISCLOSURE PROCEDURE

The aims of the Trusts employment policy are as follows:

1. To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
2. To ensure that all job applicants are considered equitably and consistently.
3. To ensure the Trust adheres to its Equal Opportunities Policy at all times.

RECRUITMENT AND SELECTION PROCEDURE

All vacancies will be advertised as widely as possible, using the local newspapers, the community website and notices in the shops and Post Office.

One primary contact should be used for the recruitment process in order to restrict the circulation of confidential information.

All applicants for employment will be required to complete an application form containing details of their employment history, qualifications, academic achievements and suitability for the role. Curriculum vitae will not be accepted in place of the completed application form.

Full administration process is documented separately at Annex A with examples of letters.

JOB CRITERIA AND SHORT LISTING

Applicants will receive a job description and person specification showing essential and desirable criteria. Short listing will be carried out on the basis of a close match between the selection process and the experience and qualifications of the candidate. Internal candidates will be treated **no less** favourably than external candidates.

INTERVIEWS

On a candidate being invited to a formal interview, the selection panel will seek evidence and demonstration of the candidate's skills and competences. The procedures will be as follows:

1. Equal opportunities procedures will be adhered to and records kept of the candidate's performance.
2. Interviews will be conducted by a selection panel chaired by the Chair or appointed director of the Trust and others by invitation within or without the Trust as is relevant.
3. The selection panel will draft questions to ask at interview and meet prior to the interview to determine which of the questions should be put to the candidates.
4. A scoring matrix will be kept by each panel member against the essential and desirable criteria for the post.
5. All candidates will be offered the opportunity to receive constructive, critical feedback on their interview.
6. The total scores from the matrix will be retained with the recruitment documents for a period of 6 years. A candidate will be able to know only their own scores against the criteria.
7. All appointments are subject to satisfactory references, health and other safe checks, such as a qualification check and CRBS as necessary.

OFFERS OF EMPLOYMENT

1. Candidates will be notified of the result of their interview in writing or by telephone as soon as it is possible to do so.
2. All offers of employment will be made in writing and will be subject to:
 - The agreement of a mutually acceptable start date and the signing of a letter of appointment incorporating the Trusts terms and conditions of Employment.
 - The receipt of two satisfactory references, including one from the applicant's most recent employer which the Trust considers satisfactory.
 - The receipt of a disclosure from the Criminal Records Bureau Scotland which the Trust considers satisfactory should the role warrant such investigation.

If the offer is accepted and conditions satisfied, the successful applicant will be issued with a contract of employment when the post is taken up.

PRE-EMPLOYMENT CHECKS

Evidence of identity will be confirmed. This includes a photo ID from either a passport or driving licence. Other evidence of identity include full birth certificate, National Insurance number Inc P60 AND P45 should also be provided by the candidate. Two recent utilities bills to confirm address.

If the candidate has included educational or professional qualifications in his/her application that are essential to the post, documentary evidence to support them must be supplied by the candidate.

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