RECRUITMENT STATEMENT

One of our key priorities is to create a Borough of opportunity; therefore we are fully committed to achieving the highest standards of service delivery and employment practice whilst ensuring equality of opportunity for all sections of the community, including its own workforce.

The Council aims to ensure that its employment practices secure equality of opportunity and that no prospective or existing employee receives less favourable treatment as a result of their gender, marital status, ethnic origin, religious belief, sexual orientation, age and disability, because they have a criminal record, or for any other reason which cannot be shown to be justified.

Our recruitment and selection procedures endeavour to ensure that individuals are selected and promoted only on the basis of their relevant aptitudes, skills, abilities, qualifications and experience commensurate with the job.

The aim is that no job applicant or employee receives unfavourable treatment or is hindered in their career development because of discrimination.

Interview Performance – feedback

Under the provisions of the Council's Recruitment, Selection and Induction Code of Practice, all unsuccessful interviewees are entitled to receive feedback on their performance at interview if requested from the most senior member of staff who served on the interview panel.

Unfair Treatment

Any job applicant who feels that they have been treated unfairly in relation to the recruitment and selection process should state their complaint in writing to the Head of Human Resources.

Applicants with Criminal Convictions

Criminal records are taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, applicants are not asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and the background to your offence(s).

Originated: August 2008
Revised: August 2009, August 2010, August 2011, March 2013