



MARKYATE PARISH COUNCIL

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Clerk to the Council: Mrs J Bissmire

Recruitment Policy

1. Markyate Parish Council is an equal opportunity employer and applies a professional approach to recruitment.
2. Any vacancy will be advertised in the public domain using one or all of the following:
 1. Local newspapers
 2. Parish Council Website
 3. Parish Council Notice Board
 4. Any other appropriate publication or location
3. All persons seeking a position will be required to complete the appropriate job application form including the provision of references and where appropriate curriculum vitae. The exception being that of an existing employee seeking an alternative position within the Council.
4. All prospective applicants will be provided with a Job Description.
5. Applicants will only be considered on their ability to meet the requirements of the position being sought.
6. The filling of the position for Parish Clerk will be the responsibility of a designated Working Group of council members.
7. The filling of other positions will be the responsibility of the Chairman, Councillor and Parish Clerk.
8. Interviews will be held as appropriate for the position being filled.
9. The offer of a position will be subject to the receipt of satisfactory references.
10. Successful applicants will be provided with a Contract of Employment.
11. Salary will be commensurate with the type of employment and experience of the person.
12. There will be an initial trial period of 3 months after which there will be a review.
13. There will then follow an acceptance period of a further 3 months.
14. Staff Appraisals will be conducted annually
15. All employment will be subject to English Employment Law
16. This policy will be reviewed every four years unless required earlier by legislation or additional material.

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