



Recruitment and Selection Policy

This policy concerns the recruitment and selection of all staff in the College other than Senior Post holders. It is available to job applicants on the College website.

All employees are selected in accordance with the requirements of the post.

Appointments and promotions will be made only on the basis of the knowledge, skills and aptitude required for the vacancy. It is the aim of the College that all applicants are given a fair and equal opportunity. Underpinning the process is the commitment of the College to its legal duty to safeguard the welfare of young people and vulnerable adults by adopting safer recruitment practices.

All staff will make themselves familiar with the College Equal Opportunities Policy and apply the principles contained in this document in their day-to-day work.

All employees who are responsible for the recruitment and selection of staff should be able to demonstrate significant knowledge in recruitment and selection, combined with evidence of regularly updating knowledge of employment legislation. Staff who consider they require updating their knowledge or are new to the role should contact the Personnel Manager

It is the general policy of the College that all jobs will be advertised both internally and externally. This is to ensure that we are targeting as wide an audience as possible to enable us to recruit the most appropriate person for the job and to ensure that we continually promote equality of opportunity in our recruitment and selection process.

It is College policy that feedback will not be offered to applicants. However, internal applicants may be offered very limited feedback for developmental purposes.

Successful applicants are offered employment subject to a Criminal Records Bureau disclosure check and medical clearance and cannot start work without these clearances. The reference policy will be clearly set out in the application form.

Applicants are requested to complete a confidential medical questionnaire. Full compliance with the Access to Medical Reports Act 1988 is adhered to. Applicants may, on the advice of the medical advisor, be asked to undertake a full medical examination with the Occupational Health service as a result of the information contained on the questionnaire. Any unsatisfactory medical outcome will be discussed with the medical advisor, the line manager and the individual prior to any decision regarding employment being taken.

Recruitment and selection documentation will be kept on file for a minimum of six months.