Tanworth in Arden Parish Council
Recruitment & Selection Policy

Date policy adopted: 18/07/2024 Date for review: July 2026

1. Introduction

In order for Tanworth In Arden Parish Council (TIAPC) to attract and retain qualified, motivated employees with the required skills and experience, it is essential to have a practical recruitment and selection policy, which takes account of best practice and current legislation to ensure a fair and equitable process.

This policy is to be applied to the recruitment of all TIAPC employees irrespective of the contractual status of the vacancy.

Roles and Responsibilities

Recruiters – it is the responsibility of those tasked with the recruitment and selection to:-

- Check that at each stage of the recruitment process due consideration is paid to the legislation enacted to ensure the elimination of discrimination. **This includes but is not restricted to the following** ;- The Equality Act, Rehabilitation of Offenders Act, Asylum and Immigration Act – Application for Work Permits to employ overseas Nationals, Data Protection Act, Police Act (Protection of Children) (Protection of Vulnerable Adults) and the Equal Pay Act.

- Check that the vacant post has been agreed by the TIAPC (full meeting of the Parish Council) or the staffing sub committee which have delegated powers.

- Ensure that all vacancies are notified to employees who may be 'at risk' of redundancy.

- Ensure that vacancies are notified to all employees who may be off work due to either short or long term sickness absence.

- Review thoroughly the hours, working pattern and salary needed to complete the work to ensure that it reflects the needs of the TIAPC.

- Review thoroughly the contractual status to ensure that it reflects the needs of the TIAPC.

- To be the main author(s) of the job description, person specification and advertisement, ensuring that it is up to date in every respect and non discriminatory.

- Make the advertisement accessible to as wide an audience as is practically reasonable, taking into account the cost of advertising, with the minimum of advertising being (a) on the TIAPC web site (b) in the local Parish notice boards and (c) within and throughout the employed and elected members of the TIAPC.

Job Description (see Appendix 1) – An Example

When preparing any description a recruiter should consider the main tasks and requirements of the role. This is not necessarily everything that the previous post holder carried out as part of their role. Roles often develop over time in line with the interests and skills of the previous post holder and will very often need to reflect future requirements of TIAPC.

The job description should be written in clear and unambiguous terms, avoiding jargon so as to ensure the requirements of the job are clearly understood. Care should also be exercised when drawing up job descriptions to avoid unfair discrimination.

The job description will also provide the basis for drawing up the person specification.

Person Specification (see Appendix 2) – An Example

The purpose of a person specification is to provide an objective, comprehensive and detailed description of the skills, qualifications, experience and abilities that the person will need to possess to fulfil the requirements of the job. The person specification must be relevant to the job and should reflect the attributes detailed in the job description.

The use of a person specification enables a systematic approach to recruitment by:

- setting criteria for the real requirements of the job
- acting as a framework for effective advertising (the advertisement should flow smoothly from the information contained in the job description and person specification)
- aiding systematic assessment of candidates at short listing and interview
- guarding against unjustifiable bias and promoting equality of opportunity
- providing evidence of a systematic approach should there be a complaint of discrimination or unfairness in the recruitment process

The person specification will also provide the basis for drawing up the job advertisement.

Advertisement

The purpose of a good advertisement is to attract the appropriate calibre of applicants in a cost effective manner. It will also act to provide a sufficient amount of information about the organisation and the job to enable potential applicants to make an informed judgement as to **whether or not** to proceed with their application. The text should avoid jargon and be concise and to the point. The advert should also include an informal contact that candidates can contact to obtain an application form.

A complete job description, person specification and where appropriate an advertisement should be attached to each application form.

Receiving Application Forms (Appendix 9)

It is the policy of TIAPC to <u>accept application forms only</u> to create a fair and unbiased process and create a level playing field, which is non discriminatory. Any c.v's or other particulars received will be separated from the application form and will not form part of the recruitment and selection process.

On receipt of a completed application form it will be recorded (see Appendix 3). The equal opportunities monitoring sheet and personal details will be removed from the paperwork before applications are forwarded to the Recruitment panel.

The recruitment panel must review the content of the completed application forms, minus personal details and discuss any discrepancies or admissions at the interview stage. Any equal opportunities

forms which highlight that the applicant has a disability will be brought to the attention of the recruiters prior to interview but after selection for interview.

Short listing

After the closing date of the vacancy the recruitment panel will identify suitable candidates to proceed to the next stage. **An individual, on their own, should not complete short listing**.

The short listing process should be carried out objectively and consistently, comparing each application with the job specification to establish whether, on paper, the person has the knowledge and experience that is necessary or desirable for the job. The short listing grid (appendix 4) has been designed to minimise the risk of bias on grounds of gender, race or any other irrelevant factor. Short listing decisions should be based on the relevant facts as presented on the application form.

Personal information such as the applicants, name, gender, marital status, sexual orientation, nationality, country of birth, religion and age should not form part of the process.

The key purpose of a selection/interview is to assess the skills, experience and general background of a particular candidate, in order to make a decision on whether that person is a suitable candidate, or the most suitable candidate for a particular job.

Interviews

Interviewing is the most commonly used method of assessing prospective employees. The interview should also be a forum through which each candidate can obtain information about the organisation and the vacant job. The selection interview should therefore be structured around a two-way communication process.

The interview panel should be made up of a minimum of two people. The total amount of people on the panel should be reasonable to the role being recruited for. The recruitment panel should have the opportunity to meet prior to the interviews to study application forms and to agree roles and the format of the interview and planned interview questions, in line with the job description and person specification.

Appendix 5 shows and Interview Record Sheet, which allows the recruiters to agree the areas of questioning for the interview and to assess and score candidates against agreed criteria to arrive at an objective decision.

When designing interview questions ensure they relate to the criteria identified in the job description/person specification, in order to measure the candidates suitability for the job. Questions should be designed to obtain relevant information about the applicant’s experience and skills, check facts, test achievement and assess aptitude and potential.

Broadly similar questions should be asked of every candidate at the interview to ensure equity and that every candidate has the same opportunity to demonstrate their suitability for the post. However applicants are individuals with individual backgrounds and so questions need to be designed to explore their individual strengths and weaknesses and thus assess their suitability for the job.

As part of the selection process it may be appropriate to test the candidates on a particular skill. This could be in the form of a typing test, in-tray exercise or practical assessment. Candidates should be informed in advance that this will take place. Where unfamiliar equipment is to be used, practice time should be allowed.

When designing a test, care should be taken to ensure that the test is relevant to the skills, abilities and aptitudes identified in the job specification.

Any gaps in employment history on the application form must be discussed with the applicant. The recruitment panel have a responsibility to ensure that everyone subsequently offered a post is suitable for the job for which they are appointed. Care should be taken to ensure that any employment gaps are covered and explained.

Questions at an interview that involve any of the following topics risk being interpreted as discriminatory. **Candidates should not therefore be asked for information on:**

- marital status or civil partnership
- ages of children and childcare arrangements
- general family commitments and/or domestic arrangements
- partner's occupation and mobility
- age, gender, sexual orientation, race, religion or belief
- actual or potential absences from work for family reasons
- the candidates age health or disability, including about someone's sickness absence record. There are some very limited exceptions to this. One exception is if the answer to the question would mean you would know if a person can carry out an intrinsic or absolutely fundamental function of the job with reasonable adjustments in place.

Invite to Interview – Requirements and Letters (see appendix 6) – An Example

The letter will ask the candidate to bring the following to the interview:-

- proof of identification (see appendix 10)
- up to date certificates (where applicable)
- any prepared presentation if required for the interview

The letter inviting candidates to interview will also ask all candidates if they have any special requirements for the interview. Should any candidate highlight that they need any particular assistance, reasonable adjustments should be made accordingly.

Proof of Identity (Appendix 10)

Prior to any recruitment and selection the following web site should be accessed to ensure that TIAPC remains up to date with current legislation and appropriate changes are made to any information sent to candidates. https://www.gov.uk/government/publications/prevent-illegal-working-in-the-uk

Check all documents provided and take photo copies at interview stage. Copy the front page of any passport and any page with the candidate's details on including endorsements, eg a work visa or Certificate of Entitlement to Right of Abode in the UK. (Keep copies for 2 years after the successful person stops working for the TIAPC).

Also check:-

- Documents are not expired (except UK passports, which can be expired)
- photos in the documents look like the employee
- the date of birth on the document seems consistent with the employee's appearance
- the visa covers the type of work they'll be doing (including any limit on the number of hours they can work)
- if 2 documents have different names on, make sure there's a good reason, eg marriage or divorce

Points to Consider when Interviewing

Try to use open rather than closed questions as much as possible. Use questions beginning with What, Where, How, When etc.

Listen to answers and clarify if necessary.

Use appropriate body language to indicate encouragement, interest, attention i.e. eye contact, nodding etc.

Allow time at the end of the interview for questions from the candidate.

Take notes during the course of the interview (see Interview Record Sheet – Appendix 5 – An Example). This will assist in the decision making process at the end of the interviews and forms a record of the process followed, if any queries are raised.

Explain to the candidate how and when the outcome will be communicated e.g. you will be notified within seven to ten days by letter.

Assessment of Candidates and Making a Decision

Each recruitment panel should individually assess each candidate against the person specification. Discussion will take place whereby the candidates are compared. Having eliminated those who do meet the criteria there may be more than one candidate who is appointable. In these circumstances candidates should be compared against the desirable criteria to reach a decision. It may also help to consider the following questions to assist in the decision making process:-

How soon will the person be effective?

What are their training requirements?

What can they bring to TIAPC?

Were there any tests – if so how did the candidate perform?

Place candidates in order of preference to enable a second choice should the first candidate refuse the offer.

Where two candidates are very closely matched it would be reasonable to consider a second stage. This could take the format of (a) an informal meeting with colleagues (b) being invited to attend the place of work to experience the workplace first hand (c) a second panel interview (d) further on the job tests or (e) a combination of the suggestions on this list.

Offer of Employment

Once agreement is reached, a **conditional offer** of employment can be made to the applicant. **Any offer of employment should be made subject to satisfactory references, (see appendix 7) (satisfactory references are those that the TIAPC is in receipt of and are happy to continue with and want to continue the process). CRB check (where applicable) and permission to work and remain in the UK.**

A minimum of two references should be collected with one of these being from the last and most recent former employer. If TIAPC has difficulty in obtaining the required references the applicant should be contacted immediately and discussions need to take place to seek the required information e.g. contacting another manager or suitably authorized person from the former employer. If suitable references cannot be obtained TIAPC should make a decision as to whether to continue with the offer of employment or withdraw the offer, based on the fact that suitable references could not be obtained.

Recruiters should be aware that a verbal offer of employment is legally binding and therefore care needs to be taken to ensure that the candidate fully understands the terms of a **conditional offer, made subject to certain requirements**.

If the applicant declines an offer of employment it is advisable to explore the reasons for this. The recruitment panel may then decide to offer to the second choice candidate.

Pre-Employment Checks (Appendix 7 and 10)

Pre-employment checks form an important part of the recruitment process and particular care should be taken to ensure that they are completed appropriately and at the right time. The recruiters have the responsibility to ensure that all candidates/members of staff are suitably screened before confirmation of employment is made.

Candidates should not be asked to give notice to their current employer until satisfactory pre-employment checks have been received by the TIAPC.

Unsuccessful Candidates

All applicants attending interview will be sent a letter confirming the outcome of the interview/selection. Recruiters should be prepared to provide feedback to any unsuccessful applicant if requested.

Any feedback offered to candidates should be recorded on the recruitment paperwork and should be based on facts that can be demonstrated and supported by the recruitment panel.

It is advisable to wait to let second and third choice candidates know that they have been unsuccessful until the offer of employment has been accepted by the preferred candidate as the panel may decide to make an offer to the second choice candidate if the first offer of employment is declined.

Contract of Employment

A contract of employment will be produced within 8 weeks of the start date, provided that a signed copy of the offer letter has been received and confirmation is obtained that all pre-employment checks have been completed to TIAPC's satisfaction.

Two copies of the contract are produced – one to be retained by the employee and the second (a signed copy) to be held on the employee's personnel file.

Induction (Appendix 11)

The induction of a new member of staff into TIAPC is an important function to ensure that the individual becomes effective in their job quickly. Appendix 11 gives an example of a checklist which may be used. It is suggested that this is updated at regular intervals to reflect the changing aspects of TIAPC. A copy of the completed induction checklist should be held on the individual's personnel file.

Probationary Period Review – (Appendix 12) – An Example

The probationary review procedure should be carried out by the new employee's line manager. It is the policy of TIAPC to extend the probationary period, if needed, once only, by four weeks.

References given by TIAPC about employees (former or existing)

It is the policy of TIAPC to give references where requested. There is no statutory duty to provide an existing or ex-employee with a reference. The reference given will show the following details:-

The full name of the employee
Date of commencement in employment with TIAPC
Date employment stopped with TIAPC
Job Title

No other details will normally be given. However, in exceptional cases the TIAPC or the staffing sub committee can choose to give further **factual** information, especially where the employee has worked for TIAPC for a considerable amount of time and is held in high esteem.

The TIAPC's policy on giving references about employees (former or existing) should be:-

- be communicated to all employees at the outset of the relationship
- be applied uniformly to **all** employees

Appendix 1

DRAFT FORMAT – AN EXAMPLE OF A JOB DESCRIPTION

Date that this job description was last reviewed: ……..

Job Title: ……

Department/Section: ……

Reporting to: (Job Title): …….

Pattern of work (hours, days, flexibility needed): ……

……..

Purpose of the role: (this is a broad but specific summary of the role)

……..

……..

Main Duties: (this is a list of the component elements of the role)

- …..
- …..
- …….
- ……..
- ……
- …….

Responsibilities for other staff: (detail)

Appendix 2

DRAFT FORMAT – AN EXAMPLE OF A PERSON SPECIFICATION

Education, Qualifications and Training:	Desirable	Essential	Recruitment and Selection Process
Excellent understanding and practical application of Microsoft Office including Word, Excel and PowerPoint		Essential	Test at interview stage.
Having obtained or willing to gain the CILCA qualification	Desirable		Already having the CILCA qualification would be an advantage however, training will be offered and encouraged, after successful completion of the probationary period, to the successful candidate.
Experience, knowledge and understanding of the working of Parish Councils.	Desirable		Training will be offered to the successful candidate.
Knowledge and Skills:			
Take accurate minutes of meetings and prepare ready for authorisation.		Essential	Test at interview stage.
Experience:			
Customer facing experience		Essential	Interview questions.
Competencies:			
The ability to communication effectively, verbally and in writing		Essential	Test at interview stage and interview questions
Ability to develop and maintain effective working relationships with colleagues, councillors and residents.		Essential	Interview questions and reference.
Personal Qualities/behaviours			
Excellent Time Management		Essential	Test at interview stage and interview questions.
Ability to maintain confidence.		Essential	Interview questions and reference.
Ability to demonstrate excellence in timekeeping and attendance.		Essential	Interview questions and reference.

Appendix 3

TANWORTH IN ARDEN PARISH COUNCIL – APPLICATIONS RECEIVED – AN EXAMPLE

CLOSING DATE: .....

No.	Name	Date received	Shortlisted? Yes - No	Successful at interview stage? Yes - No	Date turn down letters sent - Date
1	Mr Bloggs	4 Feb 2020	Yes	Yes	N/A
2	Mrs Bloggs	5 Feb 2020	No	N/A	20 Feb 2020

Appendix 4

TANWORTH IN ARDEN PARISH COUNCIL - SHORT LISTING FORM – AN EXAMPLE

Date of interview:- Venue:- Names of recruiters:-

Name of candidate	Essential Criteria (from the person specification)	Desirable Criteria (from the person specification)	Shortlist Yes or No	If No, state the reason why.
Please list Selection Criteria in the boxes to the right				

Appendix 5

TANWORTH IN ARDEN PARISH COUNCIL – INTERVIEW RECORD SHEET – AN EXAMPLE

Date of Interview: …… Venue: ……..

Name of those on the interview panel: …… & ……

Name of Applicant: ……

LIST INTERVIEW QUESTIONS AND ANSWERS BELOW

QUESTIONS ASKED BY THE CANDIDATE:

POINTS OUT OF 5

Education, Qualifications and Training:	**POINTS AWARDED**	**COMMENTS**
Excellent understanding and practical application of Microsoft Office including Word, Excel and PowerPoint		
Having obtained or willing to gain the CILCA qualification		
Experience, knowledge and understanding of the working of Parish Councils.		
Knowledge and Skills:		
Take accurate minutes of meetings and prepare ready for authorisation.		
Experience:		
Customer facing experience		
Competencies:		
The ability to communication effectively, verbally and in writing		
Ability to develop and maintain effective working relationships with colleagues, councillors and residents.		
Personal Qualities/behaviours		
Excellent Time Management		
Ability to maintain confidence.		
Ability to demonstrate excellence in timekeeping and attendance.		

TOTAL POINTS AWARDED: ……

Appendix 6

LETTER INVITING THE CANDIDATE TO ATTEND FOR INTERVIEW - AN EXAMPLE.

Dear XXXXX

Reference: Vacancy – (Job Title)

It gives me great pleasure to confirm that you have been shortlisted for the above mentioned vacancy. Your interview has been scheduled as follows:-

Date:	XXXX
Time:	XXXX
Venue:	XXXX
Panel:	Name, Job Title Name, Job Title

The interview is scheduled to last approximately [state duration] and will take the form of [short description of format of interview e.g. interview and administrative test)

Please can you bring long the following *original* documents with you,:-

- Proof of ID (please see information on the reverse of this letter)
- Qualifications (originals please)

Prior to the interview we will be contacting your references as given on your application form. If you have stated that you do not wish us to contact your current employer, this reference will not be taken up unless you are successful at interview.

Please contact [name of contact] on [telephone number] to confirm your attendance at the interview. If you have a disability and require any special arrangements to assist you at the interview, please let [name of contact] know.

A map showing the location of the interview venue is included.

Yours sincerely

Name
Job Title

Enc: Map

List A: Documents which show an ongoing right to work

Any of the documents, or combination of documents, described in List A below show that the holder has an ongoing right to work in the UK. They will provide you with an excuse for the duration of that person's employment with you if you correctly follow the 3 step process set out in the section on 'Right to work document checks'.

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of an EEA country or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office to a national of an EEA country or Switzerland.
- A permanent residence card or document issued by the Home Office to the family member of a national of an EEA country or Switzerland
- A Biometric Residence Permit issued by the Home Office to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- An Immigration Status Document issued by the Home Office, to the holder endorsed to indicate that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK together with an official document issued by a previous employer or Government agency with the person's name and National Insurance Number.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents together with an official document issued by a previous employer or Government agency with the person's name and National Insurance number
- A birth or adoption certificate issued in the Channel islands, the Isle of Man or Ireland together with an official document issued by a previous employer or Government agency with the person's name and National Insurance number.
- A certificate of registration or naturalization as a British citizen together with an official document issued by a previous employer or Government agency with the person's name and National Insurance number.
- A letter issued by the Home Office to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK together with an official document issued by a previous employer or Government agency with the person's name and National Insurance Number.

List B – Documents which show a right to work for up to 12 months

Any of the documents or combination of documents in List B below show that a person is allowed to work in the UK for a limited period of time. They will provide you with an excuse for up to 12 months from the date on which you carry out the checks, if you correctly follow the 3 step process as set out in the section 'Right to work document checks'.

- A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work you are offering.
- A Biometric Residence Permit issued by the Home Office to the holder which indicates that the person named in it can stay in the UK and is allowed to do the type of work you are offering.
- A residence card or document issued by the Home Office to a family member of a national of an EEA country or Switzerland.
- A work permit or other approval to take employment issued by the Home Office together with either a passport or other travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work you are offering or a letter issued by the Home Office to the holder or to you confirming the same.
- A Certificate of Application which is less than 6 months old issued by the Home Office to or for a family member of a national of a EEA country or Switzerland stating that the holder is allowed to take employment together with a positive verification letter from the Home Office's Employer Checking Service.
- An Application Registration Card (ARC) issued by the Home office stating that the holder is 'Allowed to Work' or 'Employment Permitted' together with a positive verification letter from the Home Office's Employer Checking Service.
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named on it can stay in the UK and is allowed to do the type of work you are offering together with an official document issued by a previous employer or Government agency with the person's name and National Insurance number.
- A letter issued by the Home Office to the holder or to you the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the type of work you are offering together with an official document issued by a previous employer or Government agency with the person's name and National Insurance number.

Appendix 7

TANWORTH IN ARDEN PARISH COUNCIL – REFERENCE LETTER TEMPLATE- AN EXAMPLE

STRICTLY PRIVATE AND CONFIDENTIAL

Date

Name
Address

Dear Sirs

Reference: Name – NI Number – Job Title Applied For

The above named has applied for the above position with the Tanworth In Arden Parish Council and has given your name as a referee.

I would be grateful if you could give me your opinion of the applicant's character, work performance and suitability for this post. It would also be helpful if you could advise me of any periods of sickness absence that the candidate has had over the last two years, applicable to the role applied for. A copy of the job description and person specification is enclosed for your information. For your convenience a form is enclosed. However, should you wish to write the reference this is equally acceptable.

All references are dealt with in the strictest confidence and only used in consideration of the application for employment.

We would be grateful if you would return your reference **as soon as possible, via XXXX, if possible.**

In the meantime should you have any queries please do not hesitate to contact us on any of the telephone numbers above.

May I thank you in advance for your co-operation.

Yours XXXXX

Name
Title

Enc: Job Description/Person Specification

Appendix 8

TANWORTH IN ARDEN PARISH COUNCIL

Reference Request Form
Please relate your answers to the attached Job Description/Person Specification.

Sent by: Tanworth In Arden Parish Council, Earlswood Village Hall, Shutt Lane, Earlswood, Warwickshire.

Signed: …… Name and Title

STRICTLY PRIVATE AND CONFIDENTIAL

Name of candidate: ……

Name of referee: ……

Nature of relationship: ……

Dates of employment: From: …….. To: ……

Position held: ……

Would you re-employ this candidate? Yes/No (delete as applicable)

If No, please give reasons: ……..

……

……

Reason for leaving your employment: ……

Are you aware of any criminal convictions that the candidate may hold? ……
If yes, please give details:

……

Sickness/Absence over the past two years		
	Sickness	Unauthorised Absence
Number of days		
Number of episodes		

	Excellent	Very Good	Good	Satisfactory	Poor	Very Poor
Conduct						
Effort						
Attitude						
Time-keeping						
Punctuality						
Integrity						
Honesty						
Communication						
Team Work						
Use of initiative						

How would you assess the candidate's skills and abilities against the job description/person specification enclosed.

……

……

Has the candidate taken any time off for Parental Leave whilst being employed by you? Yes/No (delete as applicable).

If yes, please can you confirm the amount of time taken, start and completion date:

……

Data Protection

Due to Date Protection legislation, employees can request access to their personnel file.

Please tick the relevant box:-

☐ I authorise for the above names candidate to see this reference upon request if subsequently employed by Tanworth In Arden Parish Council.

☐ Please contact me to obtain authorisation for the above named candidate to see this reference, if requested.

Declaration

I declare that the information given in this reference is true, accurate and complete.

Name: ……

Job Title: ……

Signature: ……

Date: …….

Appendix 9

VACANCY APPLICATION FORM – AN EXAMPLE

TANWORTH IN ARDEN PARISH COUNCIL
Shutt Lane, Earlswood, Warwickshire
Telephone: 01564 703200

Information on pages 1, 2 and 3 of this application will NOT be forwarded to the recruitment panel and will not form part of any short listing. All information will be treated as strictly confidential. Please do not attach a c.v. with this application form.

PLEASE COMPLETE IN BLOCK CAPITALS AND BLACK INK

PERSONAL DETAILS:

First Name(s):

Surname:

Home Address:

Postcode:

Phone Number: Home …….. Mobile: …….

Email Address: ……

Position Applied For: ……

If you are successful in obtaining employment with Tanworth In Arden Parish Council you will be required to provide evidence of your entitlement to work in the United Kingdom.

Do you require a work permit to work in the UK? YES/NO

Do you consider yourself to have a disability? YES/NO
Disability is defined as 'a physical or mental impairment which ahs a substantial and long term (over 12 months) adverse effect on a person's ability to carry out normal day to day activities'.

Have you ever worked for Tanworth In Arden Parish Council before? YES/NO
(if yes, please give details under employment history)

Are you, to your knowledge, related to any employee or councillor of the Tanworth In Arden Parish Council? YES/NO
(if yes, please give details)

If offered the post, when would you be able to take up the appointment?)
(period of notice required by your present employer)

EQUAL OPPORTUNITIES MONITORING

For the purposes of monitoring the Equal Opportunities, please supply the following information.

Gender: Male ☐ Female ☐

Ethnic Origin (please tick)

White
British
Irish
Any other white background

Mixed
White and Black Caribbean
White and Black African
White and Asian
Any other mixed background

Asian or Asian British
Indian
Pakistani
Bangladeshi
Any other Asian background

Black or Black British
Caribbean
African
Any other Black background
Chinese or Other Ethnic Group

Chinese
Any other background

Please circle as applicable.

Age

Under 25 | 25 to 39 | 40 to 49 | 50 to 59 | 60 to 65 | over 65

Religion

Which of the following best describes your religion/belief?

Buddhist | Christian | Hindu | Jewish | Muslim | Sikh

None | Other | Would rather not state

Sexual Orientation

Which of the following best describes your sexual orientation?

Heterosexual | Gay | Lesbian | Bisexual

Would rather not state

EDUCATION:-

Secondary Schools

Examinations taken and passed plus results

Examination Taken	Result

University/College Education

Examination Taken	Result

Technical/Professional/Occupational Training (including apprenticeships, full time, part time and day release courses, correspondence courses and company courses.

Examination Taken	Result

Employment History – please give details of all positions held explaining any breaks in between.

Name of employer (most recent first)	Nature of business	Position held	Leaving salary	Reason for leaving

Career to date

Please give concise relevant details highlighting areas which you would consider to be in support of your application. (Please refer to the job description and person specification).

Continue on another sheet if necessary.

References:

1. 2.

Your most recent employer	**Previous employer**
Name:	Name:
Title:	Title:
Address:	Address:
Contact Number:	Contact Number:
Email address:	Email address:

I confirm that to my knowledge all of the information submitted in this application form is true and accurate. I understand that to submit false information may result in any employment that is offered being terminated with immediate effect.

I consent to Tanworth In Arden processing, by means of a computer database, information which I provide to them in this application form.

Signed: …… Date: ……

Appendix 10

PROOF OF IDENTIFICATION – PRE EMPLOYMENT CHECKS

THE 3 STEP PROCESS

TIAPC should correctly follow Steps 1 to 3 below for every person you are looking to employ and every existing employee who has a time limit on their right to work.

By undertaking this process you will make sure that you only employ people who are allowed to work in the UK. You will also have an excuse against payment of a civil penalty, if you are found to be employing an illegal worker.

Step 1

- TIAPC must ask for and be given an acceptable document or combination of documents.
- TIAPC must only accept original documents.

Details of the acceptable documents are listed below under 'List A and List B'.

Step 2

TIAPC must take all reasonable steps to check that the document is genuine and to satisfy themselves that the holder is the person named in the document. TIAPC should also check that the document allows them to do the work in question.

For each document given to TIAPC the recruitment panel must:-

- check any photographs are consistent with the appearance of the person **and**
- check any dates of birth listed are consistent across documents **and**
- that TIAPC are satisfied that these match up with the appearance of the person **and**
- check that the expiry dates of any limited leave to enter or remain in the UK have not passed **and**
- check any UK immigration endorsements (Biometric Residence Permist, stamps, stickers, visas to see if the person is able to do or can continue to do, the type of work are offering **and**
- TIAPC need to be satisfied that the documents are genuine and have not been tampered with **and**
- belong to the holder **and**
- if TIAPC are given two documents which have different names, ask them for a further document to explain the reason for this. The further document could, for example, be a marriage certificate or a divorce decree absolute

Step 3

TIAPC must take all reasonable steps to check that the document is genuine and to satisfy themselves that the holder is the person named in the document. TIAPC should also check that the document allows them to do the work in question.

A copy can be, for example, a photocopy or scan. However, where an electronic copy is made of a document, it must be made using a non-rewritable format, such as CD-R.

TIAPC must take a copy of the relevant page or pages of the document. In the case of a passport or other travel document, the following parts must be photocopied or scanned:

- the document's front cover and any page containing the holder's personal details. In particular, TIAPC should copy any page that provides details of nationality, their photograph, date of birth, signature, date of expiry or biometric details; and
- any page containing UK immigration endorsements showing that the holder has permission to be in the UK and has the right to carry out the work in question.

TIAPC must copy other documents in full; this includes both sides of a Biometric Residence Permit.

It is recommended that TIAPC write on the copy of the document the date on which TIAPC took the copy. TIAPC must then keep a record of every document copied. It is recommended that TIAPC keep copies of the documents securely for the duration of the person's employment and for a further two years after they stop working for TIAPC. By doing this, checks can be carried out to see whether TIAPC have complied with the law or if TIAPC are required to pay a civil penalty.

TIAPC should not accept a National Insurance number on its own in any format as this does not provide acceptable evidence of right to work in the UK.

List A: Documents which show an ongoing right to work

Any of the documents, or combination of documents, described in List A below show that the holder has an ongoing right to work in the UK. They will provide you with an excuse for the duration of that person's employment with you if you correctly follow the 3 step process set out in the section on 'Right to work document checks'.

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of an EEA country or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office to a national of an EEA country or Switzerland.
- A permanent residence card or document issued by the Home Office to the family member of a national of an EEA country or Switzerland
- A Biometric Residence Permit issued by the Home Office to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- An Immigration Status Document issued by the Home Office, to the holder endorsed to indicate that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK together with an official document issued by a previous employer or Government agency with the person's name and National Insurance Number.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents together with an official document issued by a previous employer or Government agency with the person's name and National Insurance number
- A birth or adoption certificate issued in the Channel islands, the Isle of Man or Ireland together with an official document issued by a previous employer or Government agency with the person's name and National Insurance number.
- A certificate of registration or naturalization as a British citizen together with an official document issued by a previous employer or Government agency with the person's name and National Insurance number.
- A letter issued by the Home Office to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK together with an official document issued by a previous employer or Government agency with the person's name and National Insurance Number.

List B – Documents which show a right to work for up to 12 months

Any of the documents or combination of documents in List B below show that a person is allowed to work in the UK for a limited period of time. They will provide you with an excuse for up to 12 months from the date on which you carry out the checks, if you correctly follow the 3 step process as set out in the section 'Right to work document checks'.

- A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work you are offering.
- A Biometric Residence Permit issued by the Home Office to the holder which indicates that the person named in it can stay in the UK and is allowed to do the type of work you are offering.
- A residence card or document issued by the Home Office to a family member of a national of an EEA country or Switzerland.
- A work permit or other approval to take employment issued by the Home Office together with either a passport or other travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work you are offering or a letter issued by the Home Office to the holder or to you confirming the same.
- A Certificate of Application which is less than 6 months old issued by the Home Office to or for a family member of a national of a EEA country or Switzerland stating that the holder is allowed to take employment together with a positive verification letter from the Home Office's Employer Checking Service.
- An Application Registration Card (ARC) issued by the Home office stating that the holder is 'Allowed to Work' or 'Employment Permitted' together with a positive verification letter from the Home Office's Employer Checking Service.
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named on it can stay in the UK and is allowed to do the type of work you are offering together with an official document issued by a previous employer or Government agency with the person's name and National Insurance number.
- A letter issued by the Home Office to the holder or to you the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the type of work you are offering together with an official document issued by a previous employer or Government agency with the person's name and National Insurance number.

Appendix 11

INDUCTION CHECKLIST – AN EXAMPLE

It is good practice to let new starters have a copy of this list – this enables them to follow what is happening and will act as a reminder of anything missed or that needs particular attention. It should be the responsibility of both TIPAC and new starter to ensure that all relevant items are properly covered during the induction period. A copy of this list, once completed, should be placed on the employee's personnel file.

Name: …… Date of commencement: …….

Induction completed (signature of new starter)

Welcome			
	Carried out by	Date	Comments
Personnel documentation and checks completed – P45			
NI number			
Swipe/security card/security procedures			
Keys – entrance and exit policies			
Introduction to TIAPC			
Who's who			
History			
Products/services/markets			
Future plans and developments			
Terms and conditions of employment			
Written terms and conditions issued			
Contract of employment issued			
Hours, breaks, method of payment			
Holidays			
Other employment – outside of TIAPC			
Clocking on/flexi time/reporting procedures			
Probationary period			
Terms and Conditions i.e. policy of giving references			
Period of notice			
Sickness provisions/Policy/Reporting			
Pension provisions (where applicable)			
Maternity/paternity/parental leave provisions			
Training needs and objectives			
Equal opportunities policy			
Training provision			
Further education/training policies			
Performance appraisal			
Policy/procedures to prevent bullying and harassment			
Worker/employer relations			
Trade union membership			
Other worker representation			
Worker communications and consultation			
Grievance and disciplinary procedure			
Appeals procedure			
Organization rules			
Smoking policy			
General behavior/dress code			

Telephone calls/emails and use of the internet			
Break facilities			
	Carried out by	Date	Comments
Cloakroom/toilets/lockers			
Health and safety			
Risk assessment			
Preventative and protective measures/clothing etc			
Pregnant women and new mothers			
Emergency procedures			
Awareness of hazards – any particular to type of work			
Safety rules			
Emergency procedures			
Clear gangways, exits			
Location of exits			
Dangerous substances or processes			
Reporting of accidents/near misses			
First aid			
Personal hygiene			
Identify safety representative(s)			
Welfare and worker benefits/facilities			
Transport/parking arrangements			
The job			
Introduction to manager/supervisor			
Requirements of new job			
Standards expected			
Co-workers			
Supervision and work performance appraisals			

Appendix 12

PROBATIONARY REVIEW (THIS MAY NEED ADAPTING ACCORDING TO THE LENGTH OF PROBATIONARY PERIOD IDENTIFIED IN THE NEW EMPLOYEE'S CONTRACT OF EMPLOYMENT) – AN EXAMPLE

The employee should be given a copy of this document at each stage of their probation and should retain the original to monitor progress against set objectives at follow up meetings.

Employee Name:

Job Title:

Date of Commencement:

Name of Line Manager:

	Date Due	Please tick when completed
Initial meeting (end of week one)		
4 week review		
8 week review		

INITIAL MEETING

Specific objectives should be identified by the Line Manager for the 4, 8 XXXXX meetings. These will be statements of what should be achieved during the probationary period, including indicators of success and timescales of achievement.

…….

…….

…….

Training/Development

To offer support the line manager should identify any training and development needs/opportunities and when these needs will be addressed and how, during the probationary period.

…….

…….

…….

4 WEEK REVIEW

(PLEASE TICK)	**Improvement needed**	**Satisfactory**	**Good**	**Excellent**
Quality and accuracy of work				
Efficiency				
Attendance				
Time Keeping				
Work relationships – colleagues – councilors – residents – third party providers				
Competency in the role				

If any areas of performance, conduct or attendance require improvement please provide details below including a summary of how these will be addressed during the remaining period of probation.

……

……

……

Summarise the employee's performance and progress over the period:-

……

……

……

Employee's signature: …….

Line Manager's signature: ……..

Date: …….

8 WEEK REVIEW

Have the objectives set out at the previous probationary review meetings been met? …….

If no, what further agreed action is required:

……

……

Have any training opportunities been offered and undertaken?

……

……

(PLEASE TICK)	**Improvement needed**	**Satisfactory**	**Good**	**Excellent**
Quality and accuracy of work				
Efficiency				
Attendance				
Time Keeping				
Work relationships – colleagues – councilors – residents – third party providers				
Competency in the role				

If any areas of performance, conduct or attendance require improvement please provide details below including a summary of how these will be addressed during the remaining period of probation.

……

……

……

Summarise the employee's performance and progress over the period:-

……

……

Has the employee passed the probationary period: ……..

If yes, please continue at the end of the form under the heading CONFIRMATION OF SUCCESSFULLY COMPLETING THE PROBATIONARY REVIEW.

If no, please provide the reasons below and summarise what action has been taken to address any difficulties which have arisen during the probationary period.

……

……

The employee may provide any comments about their experience of the probationary period below:

……

……

Should the employee's probationary period be extended? ……

It is TIPAC's policy to extend the probationary period, if needed, once only, by XXXX weeks.

If Yes, please provide reasons and, where appropriate, specify any areas of improvement required and how these will be monitored.

Extended Probationary Period – Date ……

(PLEASE TICK)	**Improvement needed**	**Satisfactory**	**Good**	**Excellent**
Quality and accuracy of work				
Efficiency				
Attendance				
Time Keeping				
Work relationships – colleagues – councilors – residents – third party providers				
Competency in the role				

If any areas of performance, conduct or attendance require improvement please provide details below including a summary of how these will be addressed during the remaining period of probation.

……

……

……

Summarise the employee's performance and progress over the period:-

……

……..

Has the employee passed the probationary period: ……..

If no, please provide the reasons below and summarise what action has been taken to address any difficulties which have arisen during the probationary period.

……..

……..

The employee may provide any comments about their experience of the probationary period below:

……..

……..

CONFIRMATION OF SUCCESSFULLY COMPLETING THE PROBATIONARY REVIEW

Employee's signature

Line Manager's signature

Date:

Date letter of confirmation sent to the new employee: