

Recruitment and selection

10.3 The appointment process

A flowchart outlining the 'appointment process' can be found in Appendix C.

10.3.1 Pre-employment checks

For each preferred applicant a number of pre-employment checks will need to be made. The HR Group is responsible for administering all aspects of the checking procedures.

Medical assessment

This will be carried out through the Occupational Health service commissioned by the Council. A job description and person specification will be provided along with a completed confidential medical form to ensure that an assessment is made only against that particular vacancy.

Eligibility to work in the UK

The Asylum and Immigration Act 1996 makes it a criminal offence for an employer to employ those who do not have permission to live or to work in the United Kingdom.

All new recruits must provide evidence of their eligibility to work in the UK and the HR Group will coordinate this pre-employment check prior to a formal offer of employment being made.

Criminal Records Bureau (CRB)

Certain posts within the Council have restrictions and can only be filled subject to receipt of a satisfactory Disclosure check that has been made through the Criminal Records Bureau (CRB).

Criminal Convictions

Applicants are asked on the application form whether they have any convictions for criminal offences. Information on the provisions of the Rehabilitation of Offenders Act and the requirements for completion of this section will be enclosed in the vacancy information pack. If an applicant is found not to have completed this question accurately appropriate action would be taken. Further advice on this matter should be sought from the HR Group.

References

Reference(s) will be sought for preferred candidates. For new employees to the Council at least two references will be sought, one of which must be from the current or most recent employer. For preferred candidates that are already employed by the Council only one reference will be required. The Chair of the interview panel will be offered access to these references upon receipt by the HR Group.

Qualifications

Copies of all relevant qualifications will be made and kept on an individual's personal file.

10.3.2 The formal offer

Only once all the appropriate checks have been completed and are deemed satisfactory will a formal offer of employment be made. The HR Group will send the employee the Formal Offer pack once they have been provided with a start date from the recruiting manager.

The starting salary for all new appointments will be at the lowest salary scale point for the appropriate salary grade. If the manager wishes to appoint at a higher level they must submit a detailed report highlighting the supporting reasons to the Management Team for approval.