

BEEFORD PARISH COUNCIL

Staff Recruitment Policy

The Parish Council is committed to being an equal opportunities employer and seeks to appoint the most suitable candidate for each role based solely on relevant merit, skills, and abilities. No applicant will be discriminated against or treated unfairly on any grounds, including race, ethnic or national origin, disability, religion, gender, sexuality, marital status, age, or social background.

The Council will appoint well-qualified and experienced staff by clearly identifying the qualifications, skills, knowledge, and experience required to carry out the duties of the post.

Vacancies will be advertised in a way that aims to attract candidates who meet the required criteria, advertisements will set out the necessary qualifications and experience, along with the closing date for applications.

Applications will be assessed and ranked solely on the information provided, according to their suitability for the role. Those scoring highest will be invited to interview, which will normally take place on the same day for all shortlisted candidates.

All offers of employment are conditional upon the receipt of satisfactory references and completion of the required probationary period.

Following the interview process, offers of employment will usually be made initially by telephone and confirmed in writing.

All employees of the Council are required to sign a formal Contract of Service upon appointment.

Adopted 2 February 2026