



RECRUITMENT POLICY

The aim of this policy is to ensure that any vacancies are filled by selecting the most suitable person for the job based on their qualifications and ability.

- The management committee will ensure that:
 - Vacancies reach as wide a pool of potential applicants as practicable.
 - There are clear job descriptions and objective person specifications for every job.
 - Procedure for recruitment and selection for appointment is followed by everyone involved in recruitment and selection.
 - Management committee members and staff involved in the recruitment and selection process are given adequate training on the Ferryfield's policy and procedures and their responsibilities.
- Responsibility for advertising, interviewing and appointing employees lies with the manager.
- The manager will provide advice and support to the management committee where required.

Checks Prior to Start Date

- All appointments, who are not British Nationals will have to provide a passport or visa to prove eligibility to work in Scotland.
- Checks will be undertaken with previous employers and / or references.
- All appointments are subject to completing a medical self-declaration form, the results of which may be followed up with the employees General Practitioner.
- All appointments will be subject to a PVG Enhanced Disclosure Scotland check.
- Appropriate appointments will be registered with the Scottish Social Services Council and / or cross-referencing with the Scottish Social Services Council or other professional registers.

Complaints

- If any employee / applicant believes that he / she has been unfairly treated in relation to Ferryfield's recruitment policy or procedures, they can make a complaint which will be dealt with in accordance with the complaints procedures.

Adopted by the Committee

Date

August 2016