

LONGLEY PARK SIXTH FORM COLLEGE

RECRUITMENT AND SELECTION POLICY

Longley Park Sixth Form College aims to ensure all recruitment and selection activity is based on principles of equal opportunity, objectivity and fairness. All applicants will be treated consistently regardless of gender, sex, race, disability, sexual orientation, ethnic origin, marital status, age, and religion or belief.

Longley Park Sixth Form College will undertake recruitment activity in accordance with the following principles:

- Recruitment and Selection procedures are designed to comply with relevant legislation and appropriate codes of practice.
- We value diversity and encourage applications from all groups in society, as specified in our equality and diversity policy.
- Guidance will be provided for managers in recruitment and selection processes and they will be made aware of their obligations in respect of equal opportunity.
- Vacancies will be defined in a non-discriminatory and objective manner through a carefully drafted role description and person specification.
- All vacancies will be open to internal candidates.
- All applicants will have access to comprehensive information to enable them to assess their own suitability for advertised vacancies.
- We will use fair and objective selection methods to assess the suitability of candidates for advertised vacancies.
- We will monitor and review the effectiveness of our recruitment and selection policy and procedures, particularly in relation to equal opportunities and value for money.
- We will ensure that employment references, CRB and health check procedures are completed when an offer of employment is made.
- All recruitment and selection documentation will be stored and processed in line with Data Protection regulations.

Kathryn Cubbin
HR Consultant
14th July 2004