

ECCHINSWELL, SYDMONTON AND BISHOPS GREEN PARISH
COUNCIL

Recruitment Procedure

General Note: If any applicant is related to, or otherwise closely associated with, any Parish Councillor, that Councillor should take no part in the recruitment process.

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| Vacancy Declared | As soon as possible after vacancy is created |
| Check Job Description is up to date | Clerk and Chairman |
| Where to advertise and who prepares advert | Newbury Weekly News. Local notice boards, parish magazine, parish website, HALC website. Prepared by Clerk in conjunction with Chairman. |
| Who receives applications and closing date | Applications to be received by Clerk. Closing date to be one month from date of advertising. |
| Who prepares short list | Chairman and one Cllr, in conjunction with Clerk. |
| Who forms interview panel | Chairman, Clerk and one Cllr. |
| Who informs successful candidate with an offer subject to references | Chairman. |
| Who obtains reference | Clerk/Chairman |
| Who sends the Final Offer | Chairman. |

Adopted: ...11/07/2018.....

(Date)

Signed:

(Chairman)