



RECRUITMENT POLICY FOR EMPLOYEES

Document history

Notes of changes	Version No.	Date of approval and adoption
Recruitment policy in original format	1.0	24 April 2021
Reviewed no changes		27 March 2023
Reviewed no changes		5 April 2025
Revised – changed to reflect use of digital job boards and the role of the Staffing and Governance Subcommittee.		11 April 2026

**THIS RECRUITMENT POLICY FOR EMPLOYEES IS PUBLISHED AS APPROVED BY
CUMBRIA ASSOCIATION OF LOCAL COUNCILS ON 11 APRIL 2026**



Cumbria Association of Local Councils (CALC)

Recruitment Policy for employees

Introduction

CALC is an equal opportunities employer and applies a professional approach to recruitment.

The Recruitment Process

1. CALC do not accept any opportunistic CV's, they are not kept, and we do not approach any individuals who have approached the organisation when job vacancies arise. All vacancies are advertised in the public domain using one or all of the following:
 - a. Cumbria Association of Local Councils website and Newsletter
 - b. Local Press and digital job boards
2. All persons seeking a position will be required to complete an appropriate job application form including the provision of references.
3. All prospective employees will be provided with a Job Description and Person Specification for the role.
4. Applicants will only be considered on their ability to meet the requirements of the position being sought.
5. All applications received will be acknowledged.
6. The Staffing and Governance Subcommittee will determine the interview panel which will be responsible for shortlisting applicants prior to interview.
7. Applicants who are shortlisted will then be invited for interview.
8. Applicants who have not been shortlisted will be informed, where numbers permit, by the Chief Officer at this stage of the process.
9. The nature of post will determine whether or not assessments will form part of the interview process.
10. A scoring sheet based on the requirements of the person specification for the role will be completed by all members of the interview panel. These scores will then determine which applicant has been successful.
11. The Chief Officer will then inform both the successful and unsuccessful applicants.
12. Should any applicant wish to challenge the decision of the interview panel they should do so in writing to the Chief Officer within 7 days of receiving the decision of the interview panel.
13. The offer of a position will be subject to the receipt of satisfactory references.
14. Successful applicants will be provided with a Contract of Employment.
15. Salary will be commensurate with nationally agreed terms and conditions of service.
16. There will be an initial trial period of 3 months, after which there will be a review.
17. There will then follow an acceptance period of a further 3 months.
18. Staff appraisals will be conducted annually.
19. All employment will be subject to English Employment Law.
20. This policy will be reviewed annually, unless required earlier by legislation or additional material.