



**ASTON TIRROLD & ASTON UPTHORPE
PARISH COUNCIL**

Recruitment Policy

Aston Tirrold and Aston Upthorpe Parish Council has a responsibility to implement and monitor fair, objective and systematic procedures for recruitment. The council will ensure that:

- All employment opportunities are advertised on the Parish Council notice boards, its website and, where time allows, the monthly Astons News.
- Applicants are assessed according to their capability to carry out the tasks as set out in the job description.
- Qualifications/requirements are justified in terms of the work to be undertaken. Requirements will be split between essential and desirable. All applicants who meet the essential requirements will be interviewed.
- Interviewing is carried out by panel comprising the Chairman and Vice-Chairman of the Parish Council, the Chairman of any appropriate committee/sub-committee and one other councillor, selected by knowledge or experience of the advertised post.

Sarah Brown
Clerk to the council of Aston Tirrold and Aston Upthorpe
22/07/2022