



BRADLEY DEMOLITION

Recruitment Policy

New employees are recruited via a variety of means. To assist this process, Bradley Demolition LTD operates a standard company recruitment procedure which is implemented by senior members of staff (normally a Director or Senior Level Manager) who is responsible for the recruitment in their sphere of activity. All recruitment and selection activities will be carried out in a fair, consistent, effective and professional manner in accordance with company procedure and protocols. The Company is committed to applying its equal opportunities policy at all stages of recruitment process and selection, and therefore, No employee or potential employee shall receive less favourable treatment or consideration during the recruitment and selection process on the ground of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status or part-time status or will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.

Publicising the Vacancy

All posts will initially be advertised internally. This will give an opportunity for current staff to apply for an internal transfer to another office or post within the Company. Any internal applications should be made to the HR Department in the first instance. Any application or enquiry will not be detrimental to the applicant by accepting or declining another position. When a vacancy arises, consideration will be given, prior to open advertising, to any staff for whom redeployment is being sought on the grounds of redundancy or disability.

Recruitment Process

The recruitment process should be followed in accordance with the following steps:

Authority to recruit must be granted by a Director before advertising a vacancy.

A job description and person specification should be produced with full details of the position, tasks, reporting line, responsibilities of the jobholder and number of subordinates, if applicable. The skills, experiences, qualifications and competencies of the jobholder should be laid out in the person specification.

Job advertisements will be based on the job and person specifications and/or competency profile.

Internally Advertised Vacancies

Internal vacancies will be posted on company notice boards.

External Advertised Positions

A variety of advertising mediums will be used. Positions may be simultaneously advertised internally and externally. The organisation may utilise the services of agencies when recruiting permanent individuals. These agencies follow the organisation's standards laid down in this and the Equal Opportunities Policy. In circumstances where recruitment agencies are utilised as part of the process, they will be issued with copies of the relevant job descriptions and person specifications. Monitoring of their adherence to these standards will take place on an annual basis. Managers should not contact agencies without the prior approval of a Director. Applicants are encouraged to apply via email but hard copies of applications are also acceptable. All external applicants will be pre-screened by the HR Department. All applicants that meet the specified criteria will be referred to the relevant recruiting manager. Internal applicants' details will automatically be sent to the recruiting manager. All interviews should consist of at least two interviewers. Recruiting managers should ensure that all details are collected. A question sheet will be designed by the recruiting manager based on the job description and person specification/competency profile, and the outcome recorded in writing.

All interview documentation must be returned to the HR department for secure storage. Only those members of staff that require access for specific and authorised purposes will be able to access this information. Upon selection of a suitable candidate the recruiting manager will liaise with the Director and the HR department to identify the appropriate starting salary, the director must approve all offers before they are made to successful candidates. The HR department will handle all offers to successful candidates. All offers are subject to two satisfactory references, medical clearance (site workers only) and a check on relevant qualifications and eligibility to work in the UK. The recruiting manager will apply for and verify all references, which will be requested once applicants have indicated acceptance (subject to the conditions highlighted above). References will ideally come from a current or a previous employer, If the references received and or medical clearance is not satisfactory, the offer may be revoked.

New Employee Induction

This will start as soon as a candidate accepts a position. HR will send out a copy of the written statement of terms and conditions of employment and all related new starter documentation that requires it to be completed. All new starters will receive a timetable for their successful induction into the organisation.

Pre-employment checks

A number of employment checks require to be undertaken before a formal offer of employment can be made. It must be ensured that any offer of employment given, is a 'provisional' one, subject to satisfactory receipt of documentation as prescribed below.

References

References should only be used after the interview to confirm, but not influence, a decision. The candidate's permission must be sought prior to seeking references. Appropriate referees are those who have direct experience of a candidate's work, education or training, preferably in a supervisory capacity and a reference must be obtained from the current or previous employer. References are confidential and must be sought 'in confidence'. Interviewers must return all copies of any references with the CV's and their interview notes to the HR Department on completion of the recruitment process. All such references will be retained in their personal file.

Asylum and Immigration

Under this act it is a criminal offence to employ someone who does not have the permission to work in the UK. All candidates must therefore be requested at the interview stage to provide proof of citizenship, by presenting a document indicating the person's name and NI number, for example, a current passport or an NI card together with their birth certificate. Note that it will be unlawful racial discrimination to carry out checks only on potential employees who by their appearance or accent seem to be other than British. Checks must be carried out on all applicants.

Qualifications

Proof of academic qualifications and any others considered essential for the post must be verified

Appointment

Only the HR Department will issue letters of appointment.

Record Keeping

In accordance with the Data Protection Act, all records relating to the recruitment and selection procedure will be retained only for as long as is necessary (generally 6 months) and will be securely destroyed thereafter.



Signed:

Andrew Hill - Director

Date: 07/12/2022