

POLICY STATEMENT

RECRUITMENT & SELECTION

Darley Training's recruitment and selection policy is designed to ensure that we select the best possible candidate for the job, on the basis of their relevant merits and abilities as measured against the requirements of the job.

Aims

This policy aims to achieve the following objectives:

- recruit staff with the appropriate skills, both technical and personal, in order to meet operational and strategic requirements
- work to a fair and equitable recruitment and selection procedure which is consistent with employment legislation and good practice and free from discriminatory practices
- operate a recruitment process which supports Darley' values

Scope of the policy

This policy applies to the recruitment and selection of individuals to, and within, Darley.

All employees involved at any stage in the recruitment and selection of staff should be aware of and adhere to the contents of this policy. In addition, any external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with this policy. Recruiters are responsible for providing such external parties with this policy prior to their involvement in the recruitment process.

Diversity & Equal Opportunities

We recognise the value of diversity to modern society and want to ensure that all attributes, talents and skills available are recognised when employment opportunities arise. We therefore welcome applicants from all sectors of society.

Darley' vision to '*deliver outstanding teaching and learning*' can only be achieved by recruiting the best possible people from a diverse range of backgrounds.

Feedback

Applicants can contact us regarding the status of their applications at any time. In addition, unsuccessful applicants will receive feedback on why they were not offered the job or successful for an interview upon request from the individual. Feedback will be provided by either the recruitment agency or HR where applicable. Requests will be dealt with in accordance with the Data Protection Act 1998. If a candidate would like any clarification on the role or the policy please contact the HR department.

Monitoring and evaluation

This policy will be periodically reviewed in line with legislative changes and business requirements.

This policy is non-contractual and can be amended at any time in response to changes in employment legislation and Institute policy.

Last updated – 01 August 2015