

## **MODEL: Recruitment and selection policy and procedure**

### **Purpose**

The purpose of this policy is to ensure that the organisation employs and promotes the most appropriate employees in a fair and consistent manner free from discrimination.

### **Scope**

This policy covers all current employees and applicants for employment with the organisation.

### **Policy**

In line with our Equalities and Diversity policy and the Equality Act 2010, the organisation is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new employees, or promoted employees.

The organisation will monitor the composition of its workforce, in order to identify areas that may need positive action measures to promote equal opportunity and diversity.

### **Advertising**

Advertising of all positions will be carried out both internally and externally. All employees (including fixed-term employees) will be notified of any positions that arise during their employment by way of these being posted on the staff notice board.

Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation. Details of positions will be fully circulated so as to ensure access to all applicants. This includes forwarding internal advertisements to employees on long-term leave.

## **Application Forms**

Application forms will contain relevant questions needed for selection, Where relevant, queries relating to pension or health insurance will be asked after appointment.

## **Screening**

Screening will be carried out by matching details of applicants to the requirements of the job. The screening criteria will be applied consistently to all applicants. Records of the screening process will be retained for a period of up to 6 months.

## **Testing**

If it is necessary to use selection tests for a job, they will only relate to non-biased, genuine requirements of the job. Records of any testing undertaken will be retained for a period of up to 6 months..

## **Interviewing**

The interviewing process will be carried out in the following way:

- No assumptions will be made on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation.
- Questions will relate to the requirements of the job as established in the job description and the person specification.
- Interviews will be carried out by more than one person and the interview panel will preferably comprise of individuals of both genders.
- Applicants will be assessed at the end of interviewing against pre-defined criteria.
- Interviewers will complete Interview Evaluation Forms for each candidate.
- Records of the interview process will be retained for a period of one year, including questions asked, answers given, any interview notes, and interview evaluation forms for all candidates.

## **Promotion**

All employees will be aware of the promotional and/or career opportunities available to them from details circulated internally via email and notices posted at prominent points.

Training and job experience needed for promotional opportunities will be clear. Promotion will be determined by merit and performance against objective criteria.

Unsuccessful internal candidates will be given feedback so as to facilitate improvement.

No employee will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from discrimination.

## **Training**

All relevant staff, including those on fixed-term/part-time contracts, will have equal access to training opportunities, whether training is relevant to their current job, or to enhance promotional opportunities.

## **References**

All external candidates will be required to provide two satisfactory references prior to appointment. References will be checked in accordance with the standard reference checking form. Should a manager wish to ask any question not mentioned on this form, authorisation from a Director is required in advance. Referees must not be contacted without the permission of the candidate to whom they relate. Should a candidate not be in a position to provide two references, the issue will be dealt with by the organisation on a case-by-case basis.

## Medical Check

Upon commencement of employment an employee may be required to complete a medical assessment form and may be required to attend a medical check with a organisation-nominated occupational health specialist.

## Employment of Foreign Nationals

The organisation will only employ workers who are legally entitled to work in the United Kingdom, and all foreign nationals will have to obtain appropriate documentation as required by UK Visas and Immigration.

## Records

The organisation will retain, for at least 6 months, all records arising through the recruitment process.

## Policy Review

This policy will be reviewed every two years unless organisational or legal changes necessitate an earlier review.

Doc: 2019_RS	Date Adopted:	Date Reviewed:
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## MODEL: Job Description template

<b>Job title:</b> <i>[insert job title]</i>	
<b>Main purpose of job:</b> <i>[insert details on main purpose of job]</i>	
<b>Department:</b> <i>[insert name of department]</i>	<b>Location/Base:</b> <i>[insert location/branch employee will work from]</i>
<b>Position reports to:</b> <i>[insert immediate line manager]</i>	<b>Position is responsible for:</b> <i>[insert team/roles that position will be responsible for]</i>
<b>Length of contract:</b> <i>[insert details eg permanent, length of fixed-term]</i>	<b>Salary:</b> <i>[insert details]</i>

Main duties
<i>[insert details of main duties and areas of responsibility]</i> 1. 2. 3. 4. 5. 6. 7. 8.

**Last updated:** *[insert date]*

**Date of next review:** *[insert date]*

## MODEL: Person Specification template

**Job Title:** *[insert job title]*

**Department:** *[insert department]*

**Seniority Level:** *[insert level]*

For each factor, you should specify details on the essential and desirable attributes/attainments identified for the role in question.

Factor	Essential?	Desirable?
<b>Qualifications</b> <i>[Give brief details]</i>		
<b>Relevant experience</b> <i>[Give brief details]</i>		
<b>Aptitude, skills and abilities</b> <i>[Give brief details]</i>		
<b>Personal attributes</b> <i>[Give brief details]</i>		
<b>Disposition</b> <i>[Give brief details]</i>		

Last updated: *[insert date]*

Date of next review: *[insert date]*

**JOB APPLICATION FORM**

<b>Office Use Only</b>
Application Reference

**Note to the Applicant.** In accordance with our equal opportunities policy, this form has been designed so as to exclude as much potentially discriminating information as possible.

<b>Position applied for:</b>	
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Personal details			
Full name		Title	
Address			
Telephone		Mobile	
Email Address		Signature	

**Education.** Please provide details of qualifications gained at either school, college or university, including dates and grades achieved.

School	Qualification
College	Qualification
University	Qualification

Vocational	Qualification
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**Please use space on page 4 or a separate sheet if necessary**

<b>Training.</b> Please provide details of any relevant training courses attended.	

<b>Experience.</b> Please provide details of any relevant experience you may have received in previous jobs which will support your job application. If this is your first job (since leaving education), please provide details of any work experience you may have had, or of any other experiences you feel may be of value.



**Employment Details.** Please begin with most recent employer (please include any unwaged or voluntary activities).

Name of Employer			
Address			
Date Started		Date Left	
Current/Leaving Salary/Wage			£
Position Held & Brief Details of Job			
Reason for Leaving			

Employment details continued

Name of Employer			
Address			
Date Started		Date Left	
Current/Leaving Salary/Wage			£
Position Held & Brief Details of Job			
Reason for Leaving			

**Criminal Convictions.** Please give details of any criminal convictions you have had, excluding any considered 'spent' under the Rehabilitation of Offenders Act 1974 (minor motoring offences should be disregarded).

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**When are you available to start work?**

**Do you have any holidays already arranged? If so, please list dates and duration**

**If relevant to the role, do you hold a current driving licence, and if so, do you have any penalty points?**

**Why do you think you would be suited to this position?**

**Please use space on page 4 or a separate sheet if necessary**

**References.** Please provide the names and addresses of two referees (excluding relatives), one of which must be your latest employer, or if this is your first job since leaving education, your course tutor.

Name		Name	
Address		Address	
Telephone		Telephone	
Email		Email	
Okay to contact before interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Okay to contact before interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Continuation sheet**

Please refer to the Privacy Notice for Job Applicants in accordance with the General Data Protection Regulations 2018.

## **GDPR Privacy Notice for Employees, Workers and Contractors (UK)**

The Organisation is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR).

It applies to all employees, workers and contractors.

The Organisation is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to current and former employees, workers and contractors. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

### **Data Protection Principles**

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

### **The kind of information we may hold about you**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are “special categories” of more sensitive personal data which require a higher level of protection.

We may collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.
- Gender.
- Marital status and dependants.
- Next of kin and emergency contact information.
- National Insurance number.
- Bank account details, payroll records and tax status information.
- Salary, annual leave, pension and benefits information.
- Start date.
- Location of employment or workplace.
- Copy of driving licence.
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- Employment records (including job titles, work history, working hours, training records and professional memberships).
- Compensation history.
- Performance information.
- Disciplinary and grievance information.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.
- Photographs.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Trade union membership.
- Information about your health, including any medical condition, health and sickness records.
- Genetic information and biometric data.
- Information about criminal convictions and offences.

### **How is your personal information collected?**

We typically collect personal information about employees, workers and contactors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies [LIST OTHERS].

We will collect additional personal information in the course of job-related activities throughout the period of you working for us.

### **How will we use information about you?**

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else’s interests).
2. Where it is needed in the public interest or for official purposes.

## Situations in which we will use your personal information

We need all the categories of information in the list above (see *The kind of information we hold about you*) primarily to allow us to perform our contract with you[\*] and to enable us to comply with legal obligations[\*\*]. In some cases we may use your personal information to pursue legitimate interests of our own or those of third parties[\*\*\*], provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal information are listed below. *We have indicated by [asterisks] the purpose or purposes for which we are processing or will process your personal information, as well as indicating which categories of data are involved.*

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing the following benefits to you: [LIST].
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Organisation management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Gathering evidence for possible grievance or disciplinary hearings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

### **If you fail to provide personal information**

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

### **Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **How we use sensitive personal information (special categories)**

“Special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations and in line with our data protection policy **OR [POLICY]**.
3. Where it is needed in the public interest, such as for equal opportunities monitoring **[or in relation to our occupational pension scheme]**, and in line with our data protection policy **OR [POLICY]**.
4. Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

### **Our obligations as an employer**

We will use your particularly sensitive personal information in the following ways:



- We will use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws.
- We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.
- [We will use trade union membership information to pay trade union premiums, register the status of a protected employee and to comply with employment law obligations.]
- [LIST ANY OTHER.]

### **Do we need your consent?**

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

### **Information about criminal convictions**

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy **OR** [POLICY].

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We [envisage **OR** do not envisage] that we will hold information about criminal convictions.

[We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.] [Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of

you working for us.] [We will use information about criminal convictions and offences in the following ways:

- [LIST].]

[We are allowed to use your personal information in this way [to carry out our obligations [SPECIFY] OR [SET OUT OTHER LAWFUL BASIS]].]

### **Automated Decision-Making**

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision-making in the following circumstances:

1. Where we have notified you of the decision and given you 21 days to request a reconsideration.
2. Where it is necessary to perform the contract with you and appropriate measures are in place to safeguard your rights.
3. In limited circumstances, with your explicit written consent and where appropriate measures are in place to safeguard your rights.

If we make an automated decision on the basis of any particularly sensitive personal information, we must have either your explicit written consent or it must be justified in the public interest, and we must also put in place appropriate measures to safeguard your rights.

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

[We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.]

### **Data Sharing**

We may have to share your data with third parties, including third-party service providers and other entities in the group.

We require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU.

If we do, you can expect a similar degree of protection in respect of your personal information.

### **Why might you share my personal information with third parties?**

We may share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

### **Which third-party service providers process my personal information?**

“Third parties” includes third-party service providers (including contractors and designated agents) and other entities within our group. [The following activities are carried out by third-party service providers: [payroll, pension administration, benefits provision and administration, IT services] **OR** The following third-party service providers process personal information about you for the following purposes: [NAME PROVIDERS AND THE ACTIVITY THEY CARRY OUT].

### **How secure is my information with third-party service providers and/or other entities?**

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

### **When might you share my personal information with other entities in the Group?**

We will share your personal information with other entities in our group [as part of our regular reporting activities on Organisation performance, in the context of a organisation reorganisation or group restructuring exercise, for system maintenance support and hosting of data [DESCRIBE OTHER KNOWN ACTIVITIES].

### **What about other Third Parties?**

We may share your personal information with other third parties, for example in the context of the possible sale or restructuring of the organisation. We may also need to share your personal information with a regulator or to otherwise comply with the law.

### **Transferring information outside the EU\* *\*(if relevant)***

We may transfer the personal information we collect about you to the following [country **OR** countries] outside the EU [LIST] in order to perform our contract with you. There [is **OR** is not] an adequacy decision by the European Commission in respect of [that **OR** those] [country **OR** countries]. This means that the [country **OR** countries] to which we transfer your data are [deemed **OR** not deemed] to provide an adequate level of protection for your personal information.

However, to ensure that your personal information does receive an adequate level of protection we have put in place the following appropriate measure[s] to ensure that your personal information is treated by those third parties in a way that is consistent with and which respects the EU and UK laws on data protection: [SPECIFY

MEASURE, FOR EXAMPLE, BINDING CORPORATE RULES]. If you require further information about [this **OR** these] protective measure[s], [you can request it from [POSITION] **OR** it is available [ON THE INTRANET/PROVIDE LINK HERE].]

## Data Security

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## Data Retention

### How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. [Details of retention periods for different aspects of your personal information are available in our retention policy which is available from [[POSITION] **OR** [THE INTRANET/PROVIDE LINK]]. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee, worker or contractor of the Organisation we will retain and securely destroy your personal information in accordance with our data retention policy **OR** [applicable laws and regulations].

## Rights of Access, Correction, Erasure, and Restriction

### Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

### Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact **[POSITION]** in writing.

### No Fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **Right to Withdraw Consent**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact [POSITION]. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

### **Data Protection Officer**

We have appointed a [data protection officer (DPO) OR data privacy manager] to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the [DPO OR data privacy manager]. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

### **Changes to this Privacy Notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

**If you have any questions about this privacy notice, please contact [POSITION AND CONTACT DETAILS].**

I, \_\_\_\_\_ (employee/worker/contractor name), acknowledge that on \_\_\_\_\_ (date), I received a copy of the Organisation's Privacy Notice for employees, workers and contractors and that I have read and understood it.

Signature: