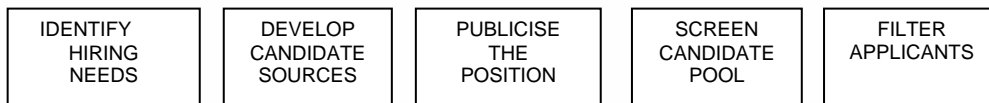




"Best value through partnership....."

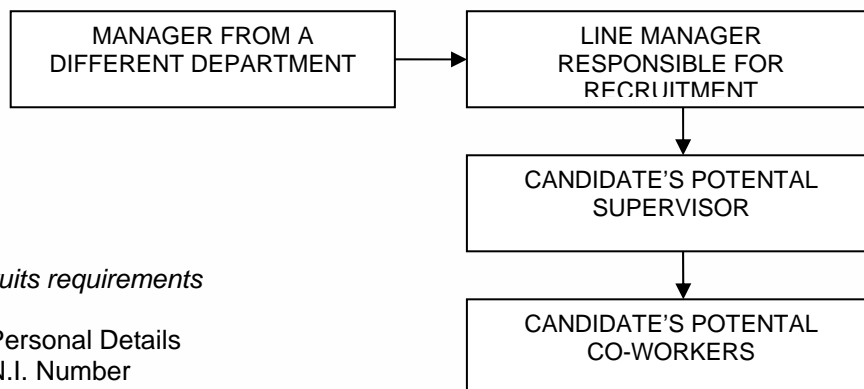
Recruitment policy for cleaning supervisors/operatives



Best Practice/Recruitment

- Match suitable people to right kind of job
- Involve line managers in the hiring process
- Recruit in accordance with Equal Opportunities Policy
- Encourage referrals from current staff
- Provide outstanding training & support
- Keep a database of all applicants

Recruitment Structure



New recruits requirements

- Personal Details
- N.I. Number
- Two Forms of identification
- CRB Checked & References
- Bank or Building Society account number compulsory

Those involved in recruitment and selection will be required to follow fair selection methods in accordance with Ridge Crest's recruitment and selection procedures. These are:

- A job description and person specification must be drawn up for each vacancy and provided to prospective employees.
- Information about job vacancies must be made available to all sections of the community in line with current employment legislation.

All job applicants will be given details of the selection process in advance.