

HCC Recruitment and Selection Policy



Introduction

1. Huntingdonshire Community Church (HCC) is committed to employing individuals with the essential experience, skills and qualifications to ensure that HCC's objectives are attained, and who will make a positive contribution to the organisation's principles and purpose. Therefore, effective recruitment and selection is considered crucial to the successful functioning of the Church.

Advertisements

2. Advertisements for vacancies will not be restricted to media which guarantees applicants from a specific group. Therefore, employment opportunities will usually be appropriately advertised in newspapers, the local job centre, etc, to ensure diversity. Where there is an occupational requirement that a post holder is a Christian for example, the Church can advertise to a specific group.

3. The Church encourages internal promotions, where it is possible and appropriate, as development opportunities for its staff. Consequently, all vacancies will also be made available to all staff.

4. HCC may initially restrict advertisements to internal applicants only. Additionally, unless the Senior Leader decides it is inappropriate due to the specialist skills required for the position concerned, junior posts will be usually advertised internally in the first instance, to encourage development of existing staff and church members. The same criteria for external applicants will apply to internal applicants when selecting them for an interview.

5. HCC will endeavour to ensure that current employees on maternity leave receive all announcements for new posts in the Church.

Application Form

6. All applicants for all positions will be required to complete an application form (Appendix 1) in the interests of comparison and fairness, except in certain instances where a vacancy is limited to internal applicants.

7. All potential candidates will be provided with:

- the job description (including the role and responsibilities, along with the desired experience and qualifications sought)
- information regarding the conditions of service
- details about the Church
- a short account of the appointment procedure
- a suggested date when interviews will be held

8. HCC will ensure that no applicant will be discriminated against on the basis of disability, gender, race, religion or belief (except where a Genuine Occupational Requirement exists), age, sexual orientation, marital status, parental status, caring responsibilities or hours of work. Furthermore, no candidate will be unjustifiably disadvantaged by conditions or requirements which have an unfair adverse effect on a

particular group.

9. The Church will ensure only where it is a requirement for a role holder to be a practising Christian that this occurs. All other roles will be open to all.

10. Candidates will be requested to state any disabilities, which are defined under the Disability Discrimination Act 1995. HCC will make reasonable adjustments for them to attend an interview. All applicants who meet the necessary criteria for the vacancy will be interviewed and considered on their merits.

11. Applicants will be required to provide the contact details of two people who can supply references prior to interview (unless applicant indicates otherwise); one would normally be the applicant's current/most recent employer. However, references will only be obtained for candidates shortlisted for an interview.

12. References should usually be made in writing or by email, however, telephone references may be accepted if details of the conversation are noted and placed on file.

13. All candidates will be asked to declare on the application form any 'unspent' criminal convictions in under the Rehabilitation of Offenders Act 1974.

14. Posts that involve working with children and vulnerable adults, finance work etc, will be clearly indicated on the conditions of service and appointment procedure, and applicants will be asked to reveal details of 'spent' and 'unspent' convictions. Successful candidates for such posts will be required to provide the necessary documentation in order to complete a Disclosure and Barring Service (DBS) check.

15. Applicants will also be required to declare if they are related to any member of staff within the Church. Canvassing of members of the Church is not permitted. No individual should be put into a position where he or she is asked to interview a person to whom they are related.

16. It is the HCC's policy not to communicate further with applicants other than those who are shortlisted. A note to this effect is included in the details sent out to applicants.

17. Applicants' details will be recorded at the point of receipt. All information relating to the data collected in the equality and diversity recruitment monitoring form will be hidden from all those involved in the recruitment and selection process. The information collected will be solely used for the purposes of equality monitoring.

18. All completed applications forms are private and confidential and should only be made available to those directly involved in the recruitment and selection process.

19. All application forms will be collated by the Church Administrator and supplied to the appointing manager and interview panel for shortlisting purposes. A shortlist of candidates will be drawn up for interview, based entirely on merit and suitability for the post but taking account of the HCC's responsibilities in relation to the Disability Discrimination and Equalities Acts. Other than in exceptional circumstances, reasonable notice will be given to ensure that candidates have sufficient time to prepare for and make the necessary arrangements to attend the interview.

Selection Methods

20. Interviews will be held by a panel comprising of ideally three persons, but a minimum of two persons, gender balanced wherever possible. The interviewers will encourage candidates to be at ease during the interview, in order that they can give a fair and accurate impression of themselves.

21. A Trustee will be present on all interview panels.
22. The selection and appointment of the Senior Leader will be made by the Board of Trustees and the panel will be chaired by the Chair of the Trustees.
23. A set of questions will be agreed by the interview panel in advance and will be developed from the job description for the post. The panel will seek to develop questions which ask the candidates to give examples of their previous relevant experience
24. All candidates will be asked the same questions in the same order, and their responses rated between 1-10. The panel will each have a copy of the questions and will score independently of each other during the interview. Time is allocated between interviews for the panel to discuss each candidate and to award a total point score. Additional notes may be made by the panel during the interview, however it should be noted that candidates will have access to all information should they request it.
25. It should be remembered that an interview is a two-way process, and candidates will be given every opportunity to view the offices where they will work and ask questions about HCC, to ensure that they have a full understanding of the post for which they are applying and the way the Church operates.
26. In addition to interviews, a range of other selection techniques may be used. In such circumstances reasonable notice and relevant information will be given to ensure that candidates have sufficient time and information to prepare.
27. Candidates attending an interview will be reimbursed any reasonable expenses incurred. For travelling expenses this would normally be at the appropriate second-class rail fare.
28. A candidate who withdraws or refuses an offer of appointment for reasons considered by HCC to be inadequate will not be reimbursed his/her expenses.
29. All appointments will be made strictly on merit and related to the requirements of the job.
30. All interviewed candidates will be notified of the outcome of the selection process as soon as possible, either by telephone or letter.
31. All unsuccessful candidates' application forms and interview notes will be retained for one year from the date of interviews taking place. After this date they will be destroyed.

Relevant Checks

32. All offers of employment will be made conditional upon satisfactory results from the following:
 - two satisfactory references
 - confirmation of the right to work in this country (if appropriate);
 - Disclosure and Barring Service (DBS) checks (if appropriate).

Probationary Period

33. All appointments at HCC will be made subject to a probationary period of six calendar months. After three months, a review meeting will take place between the post holder and their line manager to discuss progress. At the end of the probationary period, and subject to a satisfactory report by the line manager, employees will be notified in writing that they have successfully completed their probationary period. The probationary period can be extended by a further 3 months should the individual's line manager consider this appropriate.

Recruitment Monitoring

34. HCC seeks to recruit employees on the basis of their ability and the requirements of the post.

35. The Church wants to ensure that no applicant receives less favourable treatment than another on the grounds of disability, gender, race, religion or belief (except where a Genuine Occupational Requirement exists), age, sexual orientation, marital status, parental status, caring responsibilities or hours of work.

36. In order to meet this commitment, all candidates are asked to complete a recruitment monitoring form enclosed with the application form. All completed monitoring forms will be treated as confidential. The form will be separated from the application form on receipt and those involved in the selection process will not have access to it. The information given by candidates will be solely used for the purpose of monitoring the recruitment process.

Exit Interviews

37. All employees who leave the employment of the Church voluntarily will have an exit interview with their manager before their last day of employment.

38. Exit interviews provide the opportunity for departing employees to discuss their reasons for leaving. The information provided is useful in identifying trends, learning and development, and evaluating the effectiveness of HR policies and practices.

39. The appropriate line manager should receive all appropriate information, such as recommendations made for change, or significant issues raised in the questionnaire, whilst bearing in mind confidentiality issues. The exit interview questionnaire will be retained on the employee's personal file.

Appendix:

1. HCC Job Application Form

HCC Job Application Form

Please give all information asked for unless it is included in an accompanying CV

Application for [job title]:

Your details

Name:

Address:

Postcode:

Phone:

Email:

Education and training

Please give details:

Qualifications

Please give details (unless included on accompanying CV):

Employment history

Your current or most recent employer

Name of employer:

Address:

Postcode:

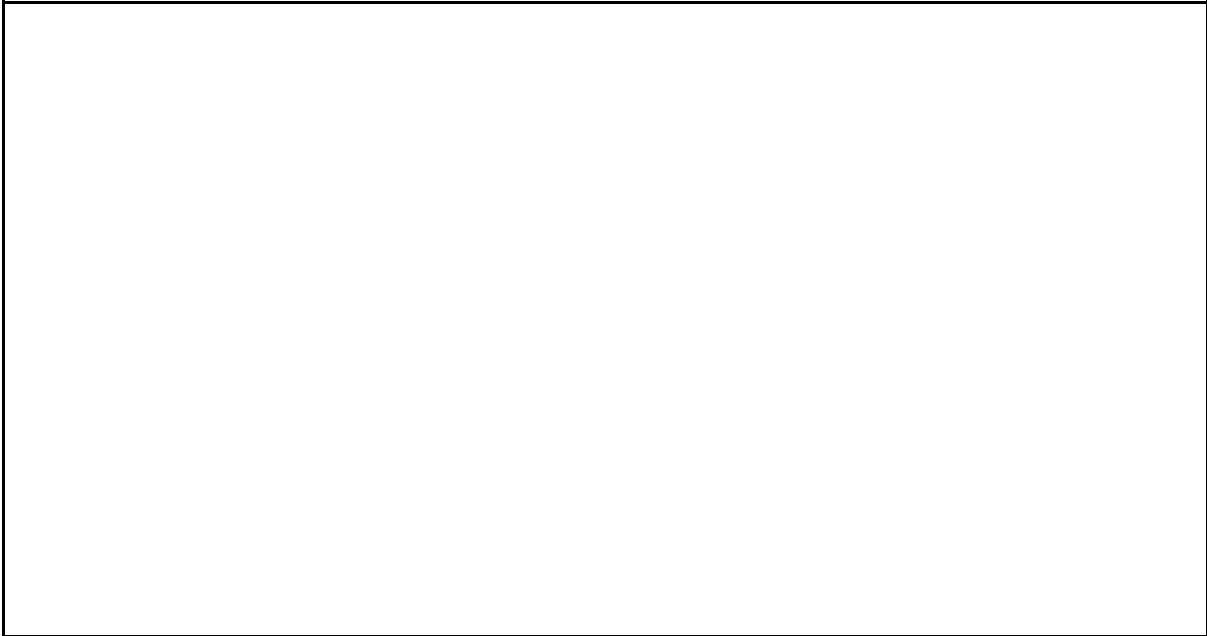
Job title:

Pay:

Length of time with employer:

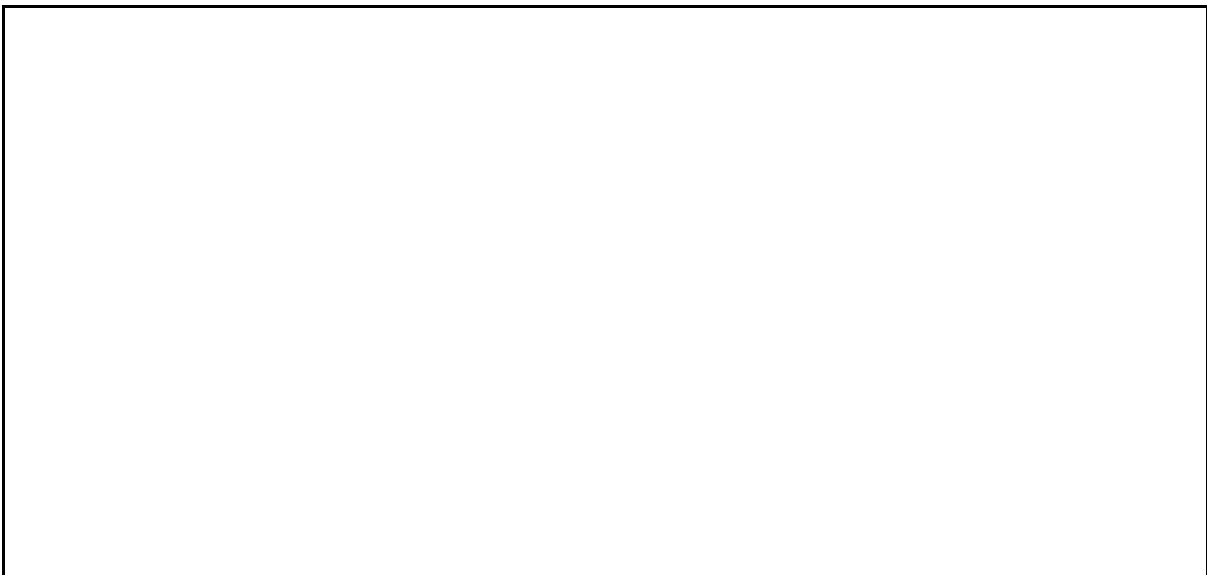
Reason for leaving:

Duties:

A large, empty rectangular box with a black border, intended for the applicant to write their duties.

Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

A large, empty rectangular box with a black border, intended for the applicant to describe their previous employers and the skills they used or learned.

Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

Are there any dates when you will not be available for interview?

When can you start working for us?

Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Referee 1

Referee 2

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date: