

RECRUITMENT

it is unlawful to discriminate in the recruitment process:-

- By refusing to employ or engage a person because of their gender, gender reassignment, marital status, race/ethnicity, sexual orientation, religion/beliefs, disability and/or age.
- In employing or engaging a person on less favourable terms and conditions
- By advertising in a discriminatory way
- By failing to promote, transfer or train because of a person's gender, gender reassignment, marital status, race/ethnicity, sexual orientation, religion/beliefs, disability and/or age.

All job descriptions will be reviewed before advertisement to ensure that job requirements are stated accurately in the person specification. This should ensure that applicants from under-represented groups are not unfairly excluded.

The application process will be simple and request only the minimum information for making a decision. Where applicants need help to complete their application or require information in a different format (for example, large print or on tape), we will make every effort to accommodate this request.

Every applicant for employment with us will be considered on the basis of their suitability for the position and their ability to fulfil the requirements of the job. They will be assessed objectively against the person specification.

Questions about age, gender, marital status, domestic arrangements or marital plans or pregnancy will be asked for monitoring purposes and will be kept separate from the main application. Job criteria must not unfairly exclude applicants of a particular group. If there is a Genuine Occupational Requirement needed for a job, advertisements and job specification will state which part of the Equality Act 2010 this applies to.

Applicants who meet the criteria stated on the person specification will be interviewed and considered against the criteria. Interviews must be conducted objectively and consistently, dealing only with an applicant's suitability to fulfil the requirements of the post. Where assessments or other selection methods are used, these must provide objective measures of the applicants' ability to do the job.

Shortlisting and interview records will be completed and kept for a period of one year, including records of decisions taken and should include information on gender, ethnicity, disability, sexuality and age as a minimum. Records will be monitored to ensure that no direct or indirect discrimination exists. All applicants are entitled to request and receive reasons for their non-selection, and this entitlement will be made clear in the documentation sent to them in the information pack.

We will consider reasonable adjustments and modifications to enable suitable disabled applicants to carry out