

## KILMARNOCK LEISURE CENTRE TRUST RECRUITMENT CODE OF PRACTICE

### **1 JOB AND PERSON SPECIFICATION**

- (a) The recruitment procedure will begin with a job and person specification.

### **2 RECRUITMENT ADVERTISING**

- (a) The job and person specification will be used as the basis for the advertisement content.
- (b) Clear instructions will be provided regarding the application procedure.
- (c) Advertisements will not discriminate on the grounds of sex, race, age, disability etc.

### **3 APPLICATIONS**

- (a) All applications (both solicited and unsolicited) will be promptly acknowledged.
- (b) All applications will be treated as confidential. The circulation of papers will be restricted to those involved in the recruitment process.
- (c) When the application form is used for pre-screening, the information contained will only be judged against the job and person specification.

### **4 SELECTION**

- (a) The Galleon Centre will use properly validated techniques such as the application form and interview. Selection tests and practical tasks will also be used if appropriate.
- (b) It is the Galleon Centre selection recruitment and employment code of practice that staff should not work within the same section as another member of their close family.

### **5. SELECTION PROCESS**

1. Following the closing date for the vacancy all application forms received on time will be studied in detail by the relevant department.
2. Subsequently, a list of candidates called for interview is produced. Successful candidates will be informed in writing, normally giving minimum notice of one week, where practicable, there will be flexibility for the candidate to request a more convenient date.

3. Unsuccessful candidates will be informed in writing.
4. After completion of interviews, the successful candidate is contacted and on acceptance all unsuccessful short list candidates will be notified.

## **5. CONDITIONS OF EMPLOYMENT**

A detailed staff manual outlining the terms and conditions of employment will be provided for the successful candidate. A summary of the major terms and conditions is included in this pack for your perusal. Including all contract policies and procedures which must be acknowledged in writing. (signature)

DC/LM/RECRUITMENT CODE OF PRACTICE  
23.05.01  
updated 22.09.09  
updated 15.03.16  
updated 12.09.17