

3.6 **Recruitment Policy**

3.6.1 **Purpose**

To align with the Company Equality and Diversity Policy, the aim of Pennine Instrument Services Ltd, when recruiting new employees, is to select the most suitable person for the job on the basis of their relevant merits and abilities and that no employee/job applicant is unfairly treated on any grounds.

3.6.2 **Policy**

The Company will ensure there are clear job descriptions and objective person specifications for each job.

All offers of employment will be made subject to satisfactory references.

All external candidates who are successful at interview for the appropriate role may be required to provide all, or some, of the following information:

- Proof of identity
- Evidence of their right to live and work in the UK.
- Appropriate references (3 years employment history).
- A medical declaration.
- Disclosure and Barring Service (DBS) check
- Evidence to show they are not claiming unemployment benefit or any other benefit, payable to persons registered as unemployed.

Recruitment records and documents will only be retained for as long as they are necessary and relevant to the business.

Protection of information throughout the Company will comply with the Data Protection Act 1998.

Signatory: Greg Bell - Managing Director

Signed 