



THE EMPLOYEE DEVELOPMENT FORUM LTD

## Recruitment and Selection Policy for Apprentices

The EDF Ltd promotes in conjunction with its employer partners a policy of Equal Opportunities in aspects of recruitment. The aim of this Recruitment and Selection Policy is to ensure that The EDF Ltd and its employer partners select the most suitable person for an apprenticeship on the basis of their relevant merits and abilities and that no job applicant is unfairly treated on any grounds including:

- race
- colour
- nationality
- ethnic or national origins
- religion
- sex
- sexuality
- marital status
- social background
- disability

The EDF Ltd will achieve the aims of this Recruitment and Selection Policy by ensuring that:

- vacancies reach as wide a pool of potential applicants as practicable
- there are clear person specifications for every job.
- procedure for recruitment and selection for appointment, is followed by every person involved in recruitment and selection
- staff involved in the recruitment and selection process are given adequate training on the Policy and Procedures and their responsibilities
- unlawful and unfair practices are not introduced by monitoring/reviewing its policy and procedures
- positive action is taken to make this policy fully effective including steps to encourage applications from under represented groups i.e. women, black and ethnic minority groups and people with difficulties

### Implementation

Responsibility for advising, developing, implementing and monitoring this Policy lies with the Managing Director. Day to day operation of the Policy is the responsibility of the staff involved in delivering its principles and procedures and ensuring they are adhered to and provide advice and support to those involved.

### Employment of Disabled Persons

All applicants with a disability who meet the minimum criteria for a job vacancy will be interviewed and considered on their abilities.

### Complaints

If any applicant considers that he or she has been unfairly treated in relation to the Recruitment and Selection Policy or Procedures, he/she can make a complaint which will be dealt with in accordance with the agreed procedures.

This policy is in accordance with the relevant legislation and various codes of practice.

