



# Thompsons of Prudhoe Group of Companies\* Policy Statement

\*The Thompsons of Prudhoe Group of Companies comprise:

Thompsons of Prudhoe Holding Ltd, Thompsons of Prudhoe Ltd, W & M Thompson (Quarries) Ltd & Tyneside Minimix (Concrete) Ltd  
Registered Offices: Thompson House, Princess Way, Low Prudhoe, Northumberland, NE42 6PL

## RECRUITMENT POLICY

It is the policy of all companies in the Thompsons of Prudhoe Group of Companies (“the Group”) only to recruit people when there is a permanent vacancy, and to recruit the best person for each vacancy, regardless of age, gender, sexual orientation, marital status, religion (or lack of), race, or disability.

Wherever possible, vacancies will be advertised internally and existing employees will be invited to apply for promotion opportunities.

### Vacancy Procedure

- 1) The need to fill a vacancy shall be identified by a Manager within the Group. This person shall be termed the Recruiting Manager. Actions to fill a vacancy may only be taken by a Recruiting Manager after consulting with the Group Human Resources (“HR”) Department and authorised by a Director.
- 2) Suitable candidates whose details are held on file from previous recruitment exercises (held for up to 12 months from receipt) may be considered before advertising. The Human Resources Department will discuss with the Recruiting Manager the best method of recruitment. This may, where appropriate, include registering with “Universal Jobmatch” in the area in which the vacancy has arisen, particularly for positions that are remote from the Head Office. Where the job is to be advertised, the HR Department will arrange for an advertisement to be written and placed in a relevant local newspaper or publication. The vacancy shall also be placed internally and a link posted on the Group’s website. Unless otherwise decided by the HR Director, there will be a two-week closing date for applications.
- 3) The HR Department will handle all compliant responses to advertisements. When completed enquiry application forms are received by the HR Director as required, the HR Department will send an acknowledgement to the candidate. All CV’s, covering letters and enquiry application forms will then be sent to the relevant Recruiting Manager or appropriate Director to select candidates for interview.
- 4) The Recruiting Manager or appropriate Director will notify the HR Department of the candidates they wish to see. The HR Department can then arrange the interviews and the venue if required.
- 5) Unsuccessful applications should be returned to the HR Department as quickly as possible for regret letters to be written.
- 6) The candidates’ previous employment history, educational background and qualification(s) specific to position and other relevant information should be highlighted on the interview assessment form for consideration as to suitability. The candidate should be asked to bring and provide proof of qualifications at interview.
- 7) Unless otherwise decided by the HR Director, the first interviews will take place within 3 weeks of the closing date of the vacancy. Unless there are fewer applicants, it is expected that between six and eight people will be interviewed at the first stage by the Recruiting Manager or appropriate Director & or HR Director.
- 8) The Recruiting Manager or appropriate Director should then complete the Group’s interview assessment form, with recommendations for selection or further interview if needed, which shall be passed to the HR Department with candidates’ CVs if received.





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9) If a Recruiting Manager or appropriate Director wishes to carry out second interviews, or wishes another Director to meet any of the candidates, then the Human Resources Department shall notify the Candidate(s) of the further interview and arrange a venue if required. A member of the HR Department will help conduct second interviews if required. If a 2<sup>nd</sup> interview is necessary the HR Department should then issue a separate interview assessment form, attached to the initial interview assessment form and the candidate's CV.

10) When a suitable candidate has been identified, the Recruiting Manager or appropriate Director & or HR Director shall fill in the section named "offer" to indicate the decision(s) depending on final interviews. It is important that all relevant information is supplied as the individual's offer letter is based on this. The form must then be approved by the appropriate Director. On receipt of the form, the HR Department will issue the potential employee with an offer letter. The offer of employment may stipulate conditions along with notification of the probationary period of at least six months which applies to all roles. The details of other suitable candidates who were not offered employment will be held on file for up to twelve months, for consideration for potential vacancies in the future and notified accordingly by the HR Department.

11) Upon the candidate accepting the offer and commencing the position offered, the candidate is supplied with a Company Handbook/Company Starter Pack (incorporates various new starter information & New Starter forms for completion) at Induction. The Company requires confirmation of identity by providing either their original **Passport or Birth Certificate** for copying and return; if neither can be supplied then the candidate should prove **proof of right to work** within the UK to the reasonable satisfaction of the HR Director. If they have one, the candidate should also bring their **current driving licence** to the transport department who will take a copy. The candidate should also bring all current certificates of competency and qualifications that are relevant to their appointment and hand to the HR Department for copying and return.

## Unsolicited Employment Enquiry Procedure

1) From time to time unsolicited employment enquiries are received by the Group. It is Group Policy to acknowledge receipt of such enquiries and file them for up to 12 months so that they may be considered under paragraph 2) of the Vacancy Procedure.

This Policy Statement Shall be reviewed annually, and following any significant change or development in the Group's business operations.

Signed: 

Date: 10/8/18

**Helen M Hillary**  
HR Director  
Thompsons of Prudhoe Group

TOP/QMS/0035

