



Canford Recruitment & Selection Policy

The recruitment of high quality staff is essential to the objectives and continued success of Canford Audio Ltd. We are committed to robust recruitment and selection procedures to ensure that all staff have been appropriately screened prior to appointment. We believe that safer recruitment contributes to a safer workforce and we will ensure that any emerging post or vacancy is considered with the welfare of the workforce and longevity of the Company.

We will ensure that the duties expected of the post and the required qualities of the post holder reflect our commitment to robust recruitment procedures and are in keeping with good employee relations practice.

We will ensure that our application form enables us to gather information about suitability at an early stage by asking specific and direct questions. We will scrutinise all applications and undertake all relevant checks relating to suitability, character, qualifications, skills and identity.

We will not accept CVs or open references or testimonials.

We will take up a minimum of two references, post interview and will follow up any vague or ambiguous statements. For any post with access to the Warehouse, references must cover a minimum of 5 years' history and any gaps in work history over 28 days must be covered and fully evidenced. References are verified by telephone and the results of these conversations are documented.

We will ensure that face-to-face interviews are held, where possible, and virtually if this is not possible. During interviews, notes are taken and candidates are scored; these are used to inform decisions on whether to employ a candidate or not.

Canford Audio Ltd. is an equal opportunities employer and aims through its recruitment and selection policy to ensure that it selects the most suitable person for the post on the basis of their relevant merits and abilities and that no employee/job applicant is unfairly treated on any grounds, including:

Race	Sexuality	Social Background	Pregnancy/ Maternity
Nationality	Marital Status	Ethnic Origins	
Religion	Age	Colour	
Sex	Disability	Gender Reassignment	

This policy will be updated annually, unless legislation or Company procedures necessitate an earlier update.

Scope & Definitions

This policy applies to all recruitment and selection undertaken within the Company whether in a paid or voluntary capacity, a direct or indirect role, operational or administrative.



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If during the recruitment process, an applicant gives serious causes for concern regarding their suitability to work, particularly for Warehouse staff (regarding the Known Consignor Scheme), or has provided false information in, or in support of their application, they will be withdrawn from the recruitment process and, in appropriate cases, reported to the police.

3.0 Relevant Legislation

The Employment Rights Act 1996

The Equality Act 2010

Data Protection Act 2018/GDPR 2018

Immigration, Asylum & Nationality Act 2006

Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975

4.0 Related Policies

1.5 Induction

1.6 Probation

1.9 Equality & Diversity

2.1 Data Retention & GDPR

Please note: All policies have detailed versions available internally for employees only.

Not all policies noted here are available for public observation.

Take relevant info from this to use in public facing documents

Policy or Procedure:	Policy & Procedure
Policy Number	1.4
Name:	Recruitment & Selection
Version Number:	04
Issue Date:	August 2021
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Signed on behalf of Canford Audio Limited

Alan Wilson,
 Chief Executive Officer
 July 2022