

# **SHOREFIELD HOLIDAYS LTD**

## **RECRUITMENT POLICY**

Shorefield Holidays Limited is a rapidly growing organisation that constantly needs to attract new recruits to fill new positions and to replace leavers.

The Company always aims to employ the best candidate for each position, whether filled by an internal or external applicant.

As a customer focused organisation, our aim is to recruit people of all ages to ensure we select the best person for each position.

Where we are unable to source suitable applicants locally, we actively encourage applicants from overseas. All applicants will be selected on their ability and experience.

The Company's Holiday Home owners will be considered for employment, in accordance with the terms of their Site Licence. It is at the discretion of the Directors where Holiday Home owners are allowed to work, but will normally not include the Bar or Bistro.

All recruitment procedures must adhere to the Company's Equal Opportunities Policy.

## **RE-EMPLOYMENT POLICY**

Shorefield Holidays Limited will carefully consider the re-employment of applicants who have previously worked for the organisation.

The Personnel Manager / Board of Directors must approve any re-employment of ex-employees before an offer of employment is made.

Leaving forms will be a vital source of information to the Personnel Manager and Directors; therefore, it is essential that the form be completed with total accuracy.