

# BSC Recruitment Policy

## February 2026

Date of Issue	Name of Reviewer	Comments	Review Date
V1 1.1.2026	Simon Giddins CSyP	New	Feb 27

### 1. Purpose

This Recruitment Policy outlines the standards, requirements, and procedures applied to all applicants. The purpose of this policy is to ensure a fair, consistent, and transparent recruitment process while maintaining high professional standards.

### 2. Application Requirements

All candidates must adhere strictly to the following requirements when submitting an application:

#### 2.1 Curriculum Vitae (CV)

- CVs must not exceed **two (2) pages**.
- CVs must be tailored specifically to reflect relevant experience, skills, and competencies aligned with the role being recruited for.
- Generic CVs that do not demonstrate clear relevance to the advertised position may not be considered.

#### 2.2 Photograph Requirements

- A recent professional photograph must be included.
- The photograph must:
  - Have a **white background**.
  - Show the candidate in **professional attire** appropriate for the role.

#### 2.3 Project Code

- All applications must clearly reference a **current project code**.
- Applications submitted without a valid project code will not be considered.

#### 2.4 Eligibility Criteria

All candidates must:

- Be able to successfully attain an **Enhanced DBS (Disclosure and Barring Service) clearance**.
- Hold a valid UK driving licence with a maximum of **3 points or fewer**.
- Meet all essential criteria outlined in the specific job advertisement.
- Operators who have visible tattoos on the face, neck and hands will not be considered.
- Failure to meet any of the above prerequisites will result in the application not progressing.

### **3. Recruitment Process**

#### **3.1 Paper Sift**

All compliant applications will undergo a paper sift conducted by **three (3) members of the Senior Management Team**.

During the paper sift, the panel will assess:

- Adherence to this Recruitment Policy.
- Evidence of relevant experience aligned with the role.
- Demonstration of essential skills and competencies.
- Fulfilment of all prerequisite criteria.

#### **3.2 Outcome of Paper Sift**

- Candidates who meet the prerequisites and have complied fully with this policy will be invited to interview.
- Candidates who fail to meet the prerequisites or have not adhered to the application requirements will be notified that their application has been unsuccessful.

#### **3.3 Interview Stage**

Shortlisted candidates will be invited to attend an interview, where further assessment of suitability, competency, and role-specific knowledge will take place.

### **4. Compliance**

Applications that do not meet the stated requirements will not proceed to the next stage of the recruitment process. It is the responsibility of the candidate to ensure full compliance prior to submission.

### **5. Equal Opportunities**

We are committed to providing equal opportunities in employment. All recruitment decisions are based on merit, role requirements, and compliance with this policy.

### **6. Data Protection and GDPR Compliance**

The organisation processes all applicant data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Personal data is collected solely for the purpose of managing the recruitment and selection process and assessing candidate suitability for the advertised role.

We do not retain personal data for unsuccessful candidates beyond the conclusion of the recruitment process. Once the process is complete and outcomes have been communicated, unsuccessful applicant data will be securely deleted or destroyed.

This approach is based on the following GDPR principles:

- **Data Minimisation** – We only collect and process data that is necessary for the recruitment process.
- **Purpose Limitation** – Personal data is used exclusively for recruitment purposes and not for unrelated activities.
- **Storage Limitation** – Personal data is not kept for longer than necessary.
- **Lawfulness, Fairness, and Transparency** – Candidates are informed of how their data is processed and their rights under UK GDPR.

Successful candidates' data will be retained in accordance with safeguarding requirements.