



Repair • Reinstate • Restore

Structural Renovations Limited  
6 Lidstone Court  
Uxbridge Road  
Slough  
SL3 6AG

01753 825511  
info@structuralrenovations.co.uk  
www.structuralrenovations.co.uk

**RECRUITMENT POLICY**

We recruit on an applicant’s suitability for the job. The recruitment procedure and job selection criteria are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities.

Job advertisements must avoid using any wording that may discourage groups with a particular protected characteristic from applying. We take steps to ensure that our vacancies are advertised to a diverse pool of potential applicants.

Structural Renovations Limited is required by law to ensure that all employees are entitled to work in the UK. All prospective employees, regardless of nationality, must be able to produce original documents before employment starts, to satisfy current immigration legislation.

To ensure that this policy is operating effectively, we monitor applicants’ ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary and it will not adversely affect decisions relating to individuals’ employment. The information is removed from applications before short-listing and kept in an anonymised format solely for the purposes stated in this policy.

Short-listing of applications will be done by more than one person wherever possible.

The same principles as above apply when promoting staff within the organisation.

**CRAIG FARRAND**  
Managing Director

4<sup>th</sup> August 2020



Certificate Number 18279

