

Recruitment Policy

INTRODUCTION

This policy is to ensure that the individuals responsible for recruitment and selection always hire and promote the most appropriate applicant or employee in a fair and consistent manner free from discrimination.

It is our policy to look to fill any open position by internal promotion or transfer wherever possible. All applicants will be assessed objectively on their merits in accordance with our Equal Opportunities and Diversity Policy.

Any person involved in the selection and interview processes who has a conflict of interest should declare it immediately to their manager/supervisor.

Capital Sky Ltd processes all applicant personal data in accordance with the [UK General Data Protection Regulation \(UK GDPR\)](#) and the [Data Protection Act 2018](#).

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The individual(s) placing the advertisement(s) must ensure that they use a variety of media to reach a broad cross-section of potential applicants and must include the following points:

- The job title
- The salary or pay scale
- Any significant benefits applicable to the position
- Any minimum qualifications for the position
- Any particular skills and/or experience required for the position
- Any typical features of the position (e.g. part-time, fixed-term, outside UK etc.)
- The closing date for applications

Care will be taken to avoid specifying requirements for the position which are potentially discriminatory either directly or indirectly.

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APPLICATIONS

Application forms will seek only information which is necessary for the selection process.

All personal data collected during the recruitment process will be handled securely and used only for recruitment-related purposes, in line with our Privacy Policy.

At each stage of the process, applicants will be kept informed and should expect to be told:

- When they can expect to hear whether their application is to be progressed
- What the next stage of the recruitment process will involve

Decisions taken to either reject or accept an application will be checked and approved by the Manager before they are communicated to the applicant.

DATA PROTECTION & CONFIDENTIALITY

We collect and process applicant information such as name, contact details, employment history, and qualifications for recruitment purposes only.

We process personal data under lawful bases including:

- Legitimate interests (recruitment and business operations)
- Contractual necessity (where applicable)
- Legal obligations
- Consent (where required)

All applicant data:

- Will be kept secure using appropriate technical and organisational measures
- Will only be shared with those involved in the recruitment process
- Will not be retained longer than necessary in line with legal and operational requirements

Applicants have rights under [UK GDPR](#), including access, correction, and deletion of their data.

SHORTLISTING

Shortlisting decisions will be made against the predefined criteria for the role. Only applicants who best meet the essential criteria will be progressed.

Records of decisions may be retained to ensure consistency and fairness.

SELECTION TESTS

Where tests are used in the recruitment process, they will be checked by the Manager to ensure:

- They are free from any discriminatory element
- The test is directly relevant for the position being interviewed for

PRIOR TO THE INTERVIEW

Prior to the interview, the criteria for the position should be identified. Criteria that isn't relevant should be avoided.

INTERVIEW

The interview will be conducted by two members of staff and thorough notes taken.

All questions asked will be directly relevant to one or more of the selection criteria that have been identified for the position.

No assumptions will be made nor will questions about the applicant's personal circumstances be asked.

Interview notes and scoring will be retained in accordance with data protection requirements.

PRE-EMPLOYMENT CHECKS

All offers of employment will be conditional and subject to:

- Verification of identity
- Right to work in the UK
- Two satisfactory references
- Any role-specific checks (e.g. qualifications, certifications, or DBS where applicable)

Written offers of employment/engagement will only be confirmed once these checks are satisfactorily completed.

OFFER OF EMPLOYMENT

Once the interview process has taken place and a decision has been made, we will contact the successful individual and arrange the start date for the position.

Unsuccessful candidates may be notified and may request feedback where appropriate.

INTERNAL RECRUITMENT

It is important that we recruit people that are suitable for the position and who will deliver a high standard of service to our clients.

We take the recruitment, development and promotion of our staff seriously and we do this by following a fair and non-discriminatory process.

Any opportunities for promotion will be advised and open to all members of staff and if you feel you have the skills and experience to bring to the role then we welcome your application and any questions that you may have.

Internal candidates will be assessed using the same objective criteria as external applicants.

COMPLAINTS

If any issues arise during the recruitment process, concerns should be reported to the Manager who will review them appropriately.

Applicants may also raise concerns relating to how their personal data has been handled in line with our Privacy Policy.

MONITORING AND REVIEW

This policy will be reviewed regularly to ensure compliance with legal requirements and best practice. Capital Sky Ltd reserves the right to update this policy as necessary.

Name: Martin Maloney

Position: Chief Executive Officer

Signature:



Dated: 15/05/2026

Latest Review Date: 15/05/2027