

Kilmac Recruitment Policy: Application Submission for Specific Roles

1. Purpose

The purpose of this Recruitment Policy is to establish guidelines for accepting job applications only for specific roles for which Kilmac is actively recruiting. This policy ensures that the recruitment process remains focused, efficient, and aligned with organisational staffing needs.

2. Scope

This policy applies to all job applicants and internal personnel involved in the recruitment process at Kilmac.

3. Application Submission

3.1. Role-Specific Applications: Kilmac will only accept job applications for roles that are actively posted on our official recruitment channels, including our website, job portals, and other authorised platforms.

3.2. Job Descriptions: All job postings will include detailed job descriptions, qualifications, and application instructions. Applicants/Recruitment Agencies are expected to review these descriptions and only submit applications for roles that match their qualifications and interests.

4. Unsolicited Applications

4.1. Unsolicited Applications: Kilmac will not accept unsolicited resumes or CVs for positions not currently open or posted on official recruitment platforms.

4.2. Disposal of Unsolicited Applications: Unsolicited applications received by email, mail, or other means will not be considered for current or future job openings. These applications will be securely disposed of to protect applicant data.

5. Applicant Notifications

5.1. Acknowledgment of Receipt: Applicants who submit applications for specific roles will receive an acknowledgment of receipt from Kilmac. This acknowledgment does not guarantee an interview or employment but confirms the successful submission of the application.

5.2. Notification of Recruitment Status: Applicants will be notified of their recruitment status after the evaluation and selection process. Those selected for interviews or further consideration will be contacted.

6. Compliance with Data Protection

All applicant data collected and processed by Kilmac will be managed in compliance with relevant data protection laws and our Privacy Policy.

7. Review and Updates

This Recruitment Policy will be periodically reviewed and updated as needed to ensure alignment with the organisation's recruitment processes and practices.

By submitting an application for a specific role at Kilmac's applicants acknowledge their understanding and agreement with this Recruitment Policy.



Toni Beattie

Kilmac HR Officer

Date: 9th October 2023