



Applications

It is the Company's policy to deal with all applications within 28 days of receipt with courtesy, respect and sensitivity. Applicants will be properly informed at all stages of the progress of their application. We reserve the right to ask potential candidates to complete psychometric tests prior to the interview stage in order to assess the candidate's ability.

Selection

No candidate will be appointed without first having been interviewed by the person with the authority to select.

The purpose of the interview is to:

- ⊗ Assess the skills and knowledge of the applicant.
- ⊗ Assess the attitude of the applicant.
- ⊗ Identify the strengths and weaknesses not apparent from the application/CV.
- ⊗ Probe inconsistencies and details submitted by the applicant.
- ⊗ Give information regarding the job role.

All interviewers will be trained in interview skills and be aware of legal requirements and of the Company's Equality, Diversity and Inclusion policy.

All interviews will be conducted in private and in a place without distractions. The interview will reflect Company philosophy, observe legal requirements, be conducted courteously and give full details of Terms and Conditions of employment and benefits.

The applicant will be told the result of the interview within 28 days.

Alumasc Roofing will not reimburse any travel costs for an interview.

Equal Opportunities in Recruitment

The recruitment process will aim to select the most suitable person for the job in respect of experience and qualifications and the Company will comply with its Equality, Diversity and Inclusion policy in this regard. No assumptions or pre-judgements will be made by those recruiting which are founded on any protected characteristic for any role.

All recruitment publicity will positively encourage applications from suitably qualified, experienced people and will avoid any stereotyping of roles. Selection criteria will only be based on those qualifications and skills that are important for the job are to be established as the relevant criteria. These may include education and/or professional qualifications and experience. This is subject to being able to demonstrate that they are highly desirable and relevant attributes for the position. However, such formal academic and/or professional qualification requirements may be waived if candidates can demonstrate their suitability for the job by other means including previous experience and a willingness to undergo further training. Any requirements in relation to ability, experience, qualifications will only be applied, if necessary, for the vacancy and will be applied in a non-discriminatory way.

Internal applications.

If you are applying for a role internally then the following criteria will be used in the first instance to make decisions on selection.

- ⊗ Disciplinary record – If you apply for a vacancy internally then any current warnings on your file will be taken into consideration. Those applicants that have current warnings on their file at the time of application may not be considered for the position.
- ⊗ Attendance Record – Your attendance record will be made available to the hiring manager when making internal applications and you may not be selected for a role if you have high or excessive absence from work. This will be at the discretion of the hiring manager. This will be applied in a non-discriminatory way.



References

Employment subject to proof of eligibility to work in the UK and your Employment is conditional on the Company's new starter procedures being satisfied. Your offer of employment is made subject to the Company receiving satisfactory references. If unsatisfactory references are received, we reserve the right to rescind our formal offer of employment.

This policy statement will be formally reviewed on an annual basis.

For and on behalf of Alumasc Roofing

Gilbert Jackson

Divisional Managing Director - Executive Board

2nd January 2026

