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CONTENTS – FORMS

1 Introduction and Feedback Questionnaire

2 Recruitment and Selection

CODE	DESCRIPTION	LAST UPDATED	NUMBER OF PAGES
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AF	Application for Employment	June 2010	4
DQ	Driver Questionnaire	June 2010	1
CEF	Confidential Employee File	June 2010	1
IAL	Interview Arrangements Log	June 2010	1
IRF	Interview Record Form – Non-Management	June 2010	4
IRFM	Interview Record Form – Management	June 2010	4
JS	Job Specification/Person Specification	June 2010	1
LA	Life Assurance	June 2010	1
PD	Personal Details	June 2010	1
RFQ	Recruitment Feedback Questionnaire	June 2010	2
TRR	Telephone Reference Record	June 2010	1
EOM	Equal Opportunities Monitoring	June 2010	1
RPPRM	Record of Probationary Period Review Meeting	June 2010	6

3 Contracts of Employment

CODE	DESCRIPTION	LAST UPDATED	NUMBER OF PAGES
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ARCM	Record of At Risk Consultation Meeting	June 2010	5
ARPFNM	Record of At Risk (Potential Formal Notice) Meeting	June 2010	4
ARFM	Record of At Risk Final Meeting	June 2010	5

4 Attendance Management

4.1 Sickness Absence

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4.2 Holidays

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4.8 Adoption

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5 Performance Management

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