

Lecture

Recruitment and Selection

Date: 11 March 2010
 Cost: £95.00 (+VAT @ 17.5%)
 Venue: Wright Hassall, Olympus Avenue, Leamington Spa, CV34 6BF



Speaker
 Tina Cook, Consultant, Wright Hassall LLP

This seminar is ideal for companies without a dedicated HR person or if you are responsible for employing staff, it is a useful refresher.

The session will provide both practical and legal advice to help you through the pre and post recruitment processes.

Programme

Registration: 9.30am - 10.00am
 Lecture: 10.00am - 12.30pm (break 11.00 - 11.15)

- Legal Overview
- Pre Selection
 - Recruitment Policy
 - Job Description
 - Advertising
 - Applicants
 - Interviews
- Post Selection
 - Offers of Employment
 - Contract of Employment
 - Induction
 - Probationary Period

Questions and Lunch: 12.30pm



Attend any four fee-paying employment events during 2010 and get the fifth one free. You are not required to book all 5 events at the same time.

Please note: Places are on a first come, first served basis so please book early. To reserve your place detach and return your completed form to: Caroline Venuto, Wright Hassall LLP, Olympus Avenue, Leamington Spa, Warwickshire, CV34 6BF or fax to 01926 885588. Alternatively, book online at www.wrighthassall.co.uk. Confirmation of booking and directions will be sent prior to the event. Payment must be made in advance of the event. No invoice will be issued, please use this form as your invoice. **VAT No: 272573055**

Cancellations: For a full refund notification should be made by email, fax or telephone 48 hours or more before the event. We regret that for cancellations received less than 48 hours before the event, or in the event of non-attendance NO refund can be given.



Recruitment and Selection - Booking Form 11 March 2010

Please tick relevant boxes and complete details

- Please reserve my place
- Please remove me from your mailing list

PAYMENT

- CHEQUE
 I enclose a cheque for £111.63 (£95 +VAT) made payable to Wright Hassall LLP
- BACS
 Sort code - 30-94-93 Account No - 00340912
- CREDIT/DEBIT CARD
 Contact us on 01926 880733 to pay by this method

Please quote 053888.00005 on any payments made or correspondence regarding payments.

VAT No: 272573055

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YOUR DETAILS

Company

Address

Name(1).....

Job Title.....

*Email.....

Name (2).....

Job Title

*Email

*Emergency tel/mobile no.....

* This is a compulsory field