

**Chartridge Parish Council  
Clerk/RFO Application Process and Form**

**1. PARISH CLERK - PERSON SPECIFICATION**

	<i><b>Essential</b></i>	<i><b>Desirable</b></i>
<b>Education</b>	<p>Good general education with a minimum of 2 GCSEs to include English and maths grade C and above or equivalent</p> <p>Certificate in Local Council Administration or willingness to obtain within an agreed timescale</p>	
<b>Skills and knowledge</b>	<p>Ability to create and manage own workload in the light of competing and changing priorities and organisational challenges</p> <p>Advising, supporting and constructive communication with elected members</p> <p>Excellent IT skills including the ability to use a wide range of office software, including Microsoft Office</p> <p>Flexible team player with good interpersonal skills</p> <p>Excellent analytical and organisational skills</p> <p>Excellent communication skills both written and oral</p>	<p>Ability to maintain and update website</p>
<b>Personal Qualities</b>	<p>Ability to deal with a wide range of people in an impartial, diplomatic and professional manner.</p> <p>Flexibility of approach, open to innovative and creative ways of working</p> <p>Ability to work alone and as a member of a team</p> <p>Methodical and thorough approach to tasks</p> <p>Ability to anticipate problems and find solutions with a positive attitude</p> <p>Confident and able to deal with pressure</p>	

<b>Other</b>	<p>Ability to attend evening meetings and willingness to work at weekends if necessary</p> <p>Willingness to undertake relevant training to enhance the role of Parish Clerk</p>	
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## **2. Application Process**

The application and the covering letter should be placed in a sealed envelope marked “*private and confidential - Application for Parish Clerk post*” for posting or hand delivery to:

**Clerk, Chartridge Parish Council  
Tankards Dene, Hawridge Vale, Chesham. HP5 2UG**

**Or via email to:  
elizabeth@vanhullen.org**

You must include in your application information which:

- Sets out how you meet the person specification
- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post
- Demonstrates the qualities you would bring to the role of Parish Clerk

Your application must be returned no later than Friday 7<sup>th</sup> April 2017.

Canvassing of any Member or Officer involved in the selection process will disqualify you from being appointed.

If you would like further information before submitting your application please contact Liz van Hullen, Parish Clerk on 07770783101 or elizabeth@vanhullen.org for an informal discussion.

## **3. SELECTION PROCESS**

The formal selection process by interview will take place in April on a date to be agreed. The appointment will be made by the Appointment Panel, which will comprise three councillors and the current Clerk.

### **Interview**

Candidates will be required to attend an interview at a time to be allocated individually. The interview will last up to an hour.

## **References**

Formal references will be taken up following an offer of employment.

## **Disabled Candidates**

Any candidate who is disabled should please contact the Clerk of Chartridge Parish Council, as above, in confidence, so that reasonable adjustments can be made to the recruitment process.

## **Code of Conduct**

The post holder will be required to observe the requirements of the Council's Code of Conduct for employees and any national provisions in this respect. Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Parish Council and entered in the Register of Officers' Interests.

## **Criminal Convictions**

Failure to declare an unspent criminal conviction may lead to an appointment being terminated. The successful candidate must also disclose any subsequent conviction to the Leader of the Council.

## **Pre – Employment Checks**

Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer).

# Application Form

Please complete in black ink and print where possible

<b>Position applied for:</b>	<b>Closing date and source of application:</b>
<b>Surname:</b>	<b>First names and title:</b>
<b>Address:</b>	<b>Telephone:</b>  <b>Mobile:</b>  <b>Email:</b>  <b>National Insurance Number:</b>

Do you require a work permit to take up employment in the UK?	Yes	No
Are you legally eligible for employment in the UK?	Yes	No
Do you hold a current clean driving licence?	Yes	No
Please give details of any driving offences currently under endorsement:		
Please give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974).		
If offered this position will you continue to work in any other capacity?	Yes	No

***Personal Details:***

***Employment History***

Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.

**Name & Address of Employer:**

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Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for Leaving:

**Name & Address of Employer:**

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Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for Leaving:

**Name & Address of Employer:**

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Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for Leaving:

**Name & Address of Employer:**

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Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for Leaving:

**Education and Qualifications (including Membership of Professional Bodies)**

From/To		

**Training**

Please list the relevant training courses attended below:

**Hobbies**

Please give details of your main hobbies:

**Illness and/or Accidents**

1. Do you consider yourself to have any disabilities? If yes, please give details (this will enable the Council to make reasonable adjustments to help accommodate you):

**Competency Information**

Please provide specific examples in response to the following questions:

What have you done to ensure that you work effectively as a member of a team or partnership?

Please give an example of when you have worked successfully as part of a team?

**Please give details of any outside interests or other information you feel will support your application:**

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**References**

Please give the names and addresses of two referees. One should be your present or last employer if possible.

**Referee 1**

**Referee 2**

Address	Address
May we approach them now? Yes No	May we approach them now? Yes No

Are you related to any member or employee of this Council? Yes No

If yes, please give full details:

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**IMPORTANT NOTICE**

Failure to answer all the questions on this application or failure to reveal information which might influence a decision on whether or not to employ you will automatically invalidate the application and the offer of employment, and where employment has commenced, to dismissal.

**DECLARATION**

<i>I, the undersigned, declare that the information given by me on this application and any other form (including at interview) is correct to the best of my knowledge, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ me or not employ me</i>	
Signature	Date