

APPLICATION PROCESS

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

**Cllr Jan Finch
Vice-Chair, Catterall Parish Council
32a Cock Robin Lane
Catterall
PR3 1YL**

Or via email to:

Jan.finch@cockrobin.plus.com

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 Clerk and RFO

A CV is not required.

Your application must be returned no later than 5pm on Tuesday 31st May 2022.
Interviews will take place week commencing 13 June 2022.

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 Cllr Jan Finch, Vice-Chair on 07990 893800 or Gillian Benson, Catterall Parish Clerk on 01995 600689 or clerk@parishes.org.uk for an informal discussion.

SELECTION PROCESS

The formal selection process by interview will take place in week commencing 13 June 2022.

The interviews will be conducted by the Personnel Committee who will make a recommendation on appointment to the Council.

Interview

Candidates will be required to attend an interview at a time to be allocated individually either during the evening or at the weekend. The interview will last up to an hour.

References

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

Disabled Candidates

Any candidate with a disability who needs an adjustment to the interview arrangements should contact Cllr Jan Finch on 07990 893800 so that reasonable adjustments can be made to the recruitment process.

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 Chairman 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) and a satisfactory medical check.