



**Guidance Notes
For Completing
Your Application**

Introduction

Thank you for applying for a job with Probus Parish Council.

These guidance notes are to help you in accessing information to assist you in preparing for and completing your application.

If you find the form application difficult to complete, you may ask someone to do it on your behalf. If you have a disability and would prefer to submit your application on tape you may do so. Your recording should follow the format of the application form.

We are here to help you and if you would like some advice or assistance on making your application, please contact us on 01726 883614 or ask someone to call on your behalf. Alternatively, you can e mail us at clerk@probusparishcouncil.gov.uk

General Comments

Our application form is designed so that all applicants present their details in the same format. In this way, we can be sure that all applicants are treated fairly and equally. For this reason, it is a **requirement** to submit a completed application form. You may also submit an accompanying curriculum vitae.

The main duties and requirements of the job are set out in the Job Description and Person Specification. Please check that you have these before starting to complete your application.

Presentation

When filling in application forms, please use black ink or type if submitting electronically. If you are invited to interview, we will contact you with the details and explain what you will need to bring with you to your interview. We will contact you by telephone and send confirmation in the post.

As well as any essential certificates, please note that you will also need to bring certain documents such as proof of National Insurance Number, birth certificate and/or passport etc. which are necessary to confirm your identity and your eligibility to work in the UK.

Supporting information to consider before completing the application form

In your recruitment pack there will be a copy of the publication "The Essential Clerk" – an introduction to the role of local councils – published by the Society of Local Council Clerks (SLCC). This is an excellent read which introduces you to the world of the Parish Council Clerk and has a section on each of the key parts of the role.

If you have access to the internet, then please visit Probus Parish Council web site at <http://www.probusparishcouncil.gov.uk/default.aspx>. Like most other organisation web sites, there are always changes and developments which can be made to improve them. Ours is no exception.

On the home page and next to the "home" banner is "your council". In the drop-down menu underneath this you will find links to helpful information ranging from "your Councillors" to "Official Documents".

Parish Council meetings are open to members of the public to attend. You are encouraged to attend meeting a Parish Council meeting (in Probus or a neighbouring Parish).

The Clerk is not directly involved in shortlisting nor interviewing applicants. Therefore, you are encouraged to contact the Clerk for an informal discussion about the role.

The Application Form - advice on completion:

About the Post

The post title will be filled in for you.

About You

Enter your personal information fully and clearly so that we can contact you about your application.

Your current or most recent employment

If you have recently left school or college, or a training programme and have not yet had a job, you can either provide details of any work experience that you have had, (including any holiday or voluntary work), or you can go straight to the next section.

Previous employment or experience

Details of your current employment should not be included here as these should have been detailed in the last section. Start by giving us the details of the job prior to your current job and then work backwards.

All gaps in employment must be explained so for example, if you took a break from work for whatever reason, please explain the circumstances.

You can attach an additional sheet if you need to.

Qualifications achieved from secondary, higher, and further education

Please list all your qualifications and examinations (with results) which you think are relevant. The person specification will say which qualifications are essential to the post that you are applying for. Where possible, please try to add what your qualification is equivalent to, for example, a CSE Grade 1 is the same as a GCSE Grade C.

You may be asked to bring your original certificates or qualifications with you to your interview, so be prepared to ensure that you can locate them or ask the appropriate establishment for copies.

If you have qualifications which are not required for the job, you do not have to include them, but you can do if you want to.

You can continue on a separate sheet if you need to.

Other training, courses, and self-development

You may have gained professional knowledge, skills, and abilities by undertaking further training and/or personal development courses or kept your skills up to date in other ways. Please let us know in this section.

We will take full note of any education or qualifications gained overseas or as part of an employment training scheme.

Membership of Professional Bodies

If membership of a professional body is required or expected in connection with the job for which you are applying, you will be asked to bring your relevant membership documents to your interview.

Your Supporting Statement

This is an important part of your application as you get to explain and describe for us your skills, knowledge, and experience.

✓ Tip: Draft your supporting statement before filling it in on your application form.

Your supporting statement should explain how you believe your experience, skills and personal qualities could make you suitable for the job in relation to the Person Specification/Job Description. This is your opportunity to sell yourself and present your experience in the best light.

The Job Description sets out the role and what you are expected to do, and the Person Specification sets out what requirements are essential and desirable for the post you are applying for.

✓ Tip: Read the Job Description and Person Specification before starting to write.

Safeguarding children, young people, and vulnerable adults

The Council is committed to safeguarding children and vulnerable adults. You may be subject to a criminal record check.

References

All job offers are made subject to receipt of two satisfactory references, one of which must be your current employer.

If you are not employed or are unable to provide an employment reference, please give the name of someone you have known in a professional capacity or in connection to any voluntary work.

We do not accept any references from members of your immediate or extended family. If this is your first job, you could ask a Teacher/Tutor from your most recent educational establishment. Please state each referee's relationship to you i.e. Previous employer, current employer etc.

Disclosure of Interest

These questions inform us of your eligibility to work for us.

How we protect your information

This section explains how we handle and store your application and details.

Your Declaration

Please make sure that you have signed and dated the application form to confirm that your details are correct and complete. Please note that applicants who conceal or misrepresent relevant information at any stage will be disqualified from appointment, or if appointed, may be dismissed without notice.

A note on Data Protection

In accordance with the Data Protection Act 1998 all information given on the application form will only be used to determine an applicant's suitability for the post and will be kept only for those purposes.

The Council would like to thank you for your interest in working with Probus Parish Council and wish you the very best with your application.