



POST OF CLERK TO THE COUNCIL & RESPONSIBLE FINANCIAL OFFICER

JOB APPLICATION GUIDANCE NOTES

The information you give in your application is all that will be used to determine whether you should be interviewed for the post. CVs will not be accepted. It is vitally important that your application form contains all the information that is necessary to secure an interview. The following may be of assistance to you.

Read through the Job Description and the Person Specification:

The Job Description is a summary of the tasks that you will have to undertake and the Person Specification lists all the criteria by which Holme Valley Parish Council will measure every applicant. Make sure your application form addresses both documents to maximise your chance of being called for interview.

Completing the Application Form.

- Please use black ink/font colour.
- Applications can only be submitted by e-mail or post to clerk@holmevalleyparishcouncil.gov.uk
- Under previous employment, please list most recent first. If you have more employers than there is space for, please include the information on a separate piece of paper, but indicate you have done so on your application form.
- Your educational record should be recorded sequentially i.e. start with school and move onwards in time. If you hold any professional qualifications, please list them even if you feel they are not relevant to the position for which you are applying. List any training you have undertaken (this can include in-house training with former employers).
- Make the fullest use of the section in which you are asked to provide information about why you wish to apply for the post on offer. Link your experiences to the Job Description and the Person Specification. Tell Holme Valley Parish Council about any skills you may have. Remember, experiences gained elsewhere (e.g. voluntary work, sporting activities, family life) are all transferable and therefore valid. Please feel free to use additional sheets of paper if needed.
- Think carefully about who you would like to act as your referees. One should be your existing or most recent employer, although Holme Valley Parish Council recognises that this may not always be possible where an applicant is commencing or re-joining working life. It is Holme Valley Parish Council's policy that references will only be taken up if you are offered the post, although there may be instances where it is necessary to do this in advance. Any appointment will be subject to the receipt of suitable references.
- Do not forget to sign the application form and date it. We will not be able to process your application if this is not done.
- It is Holme Valley Parish Council's policy to set the date of interviews when a vacancy is advertised and it is the applicant's responsibility to be available on the date stated.

General points

- Keep your information concise and to the point
- Make a copy of your application form. You are free to refer to this in your interview; indeed you may bring with you anything that may help you.
- Unsuccessful interview candidates will be provided with feedback if that is requested.
- You can find information about Holme Valley Parish Council on its website at www.holmevalleyparishcouncil.gov.uk
- If you are successful in being invited for interview, in addition to formal questions you will be asked to complete a number of practical exercises. The whole interview process may take up to 2 hours.
- Holme Valley Parish Council is an equal opportunities employer.