

## **APPLICATION PROCESS**

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

**Gillian Benson  
Clerk to Catterall Parish Council  
57 Hamers Wood Drive  
Catterall  
PR3 1YN**

**Or via email to:**

**[clerk@parishes.org.uk](mailto:clerk@parishes.org.uk)**

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 Lengthsman

A CV is not required.

Your application must be returned no later than 4pm on Monday 17th December 2018 Interviews will take place in the New Year.

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 Gillian Benson, Catterall Parish Clerk on 01995 600689 or [clerk@parishes.org.uk](mailto:clerk@parishes.org.uk) for an informal discussion.

## **SELECTION PROCESS**

The formal selection process by interview will take place in week commencing 29<sup>th</sup> October.

The appointment will be made by the Appointment Panel, which will comprise three councillors and the Clerk.

### **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 who is disabled should please contact the Clerk, in confidence, 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); a satisfactory medical check and a satisfactory basic Disclosure and Barring Service check. The successful candidate will need to obtain this basic check and share it with the parish council. The parish council will reimburse the successful candidate for the cost of the check.