

## GUIDANCE NOTES

- 1 Please complete all sections of the application form clearly in black ink or type. Do not send a CV in lieu of completing the form; substitute CV's will not be accepted. The successful candidate will be required to produce documentary evidence of qualifications held. Applications can be made in hard copy format or via e-mail.
  - 2 It is the Council's policy to require all applicants for employment to disclose details of previous criminal convictions and pending criminal prosecutions, other than those which are regarded as "spent" under the terms of the Rehabilitation of Offenders Act 1974 (as amended) as of the date you sign the application form. A criminal record will not necessarily be a bar to obtaining a position.
  - 3 Direct or indirect canvassing of Members of the Council or Council employees by, or on behalf of, yourself is not permitted, and will result in automatic disqualification from consideration for the post.
  - 4 You should be able to demonstrate clearly in your application how you meet the requirements outlined in the person specification.
  - 5 Receipt of applications will not normally be acknowledged. If you wish to be sure your application has been received, please contact us.
  - 6 Completed applications together with the signed GDPR consent form should be returned to:
    - Parish Clerk
    - Felsted Parish Council
    - URC Hall
    - Stebbing Road
    - Felsted
    - Great Dunmow
    - Essex
    - CM6 3JD
- Or sent by email to [clerk@felsted-pc.gov.uk](mailto:clerk@felsted-pc.gov.uk).
- Please mark the envelope "CONFIDENTIAL" and ensure the correct postage is applied.
- 7 The closing date for receipt of applications is **TUESDAY 16TH OCTOBER 2018**.
  - 8 Interviews will be conducted by a panel of Councillors, during the last week of October.
  - 9 References will normally be taken up for short-listed candidates.
  - 10 Applicants not invited for interview will be informed of the outcome of the application.
  - 11 Any initial offer of appointment is made subject to the Council's satisfaction with references received and medical clearance.
  - 12 Before employment commences, in accordance with the Immigration, Asylum and Nationality Act 2006, the successful applicant will be required to produce documentary evidence as laid down in the Act of the right to work in the United Kingdom.