MATTISHALL PARISH COUNCIL

Application Form: Parish Clerk

Please complete all sections of this form. The information you provide will be used to assess your suitability for the role described above. If a section does not apply, please enter "Not applicable".

1. Personal Details

Full name	
Address	
Postcode	
Telephone	
Email address	
Preferred method of contact	

2. Eligibility and Availability

Question	**Yes**	**No**
Are you legally entitled to work in the United Kingdom?	☐	☐
Are you able to attend Council, committee and sub-committee meetings as required, including the occasional evening meeting?	☐	☐
Are you willing to undertake relevant training and professional development?	☐	☐
Are you willing to work towards the Certificate in Local Council Administration (CiLCA), if not already held?	☐	☐
Earliest available start date		
Please give details of any notice period or other availability considerations		

3. Qualifications and Training (Optional)

Relevant qualification or training	Details (if applicable)	

4. Employment and Relevant Experience

Please give brief details of your current or most recent work, volunteering, community involvement or other relevant experience. Previous local council experience is not required.

Organisation, activity or role	Dates	Brief details

5. About You

Please tell us briefly why you are interested in the role and what you could bring to it. Examples may come from work, volunteering, education, caring responsibilities, community activities or everyday life. You do not need previous Parish Council experience.

Prompt	Your response
Why are you interested in becoming Parish Clerk?	
Tell us about a time when you organised information, paperwork, money, an event or a practical task.	

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Prompt	Your response
Tell us about your communication skills and how you deal with different people.	
What personal strengths would help you to learn the role and feel confident in performing your duties as a Parish Clerk?	
Please describe your experience using Microsoft Office applications (such as Word, Excel, Outlook and Teams). Give an example of how you have used these tools to manage information or complete tasks efficiently.	
Parish council meetings must be structured, transparent, and outcome-focused. How would you ensure that meetings run efficiently and that actions are clearly agreed?	
Please describe a situation where you were responsible for managing incoming correspondence or information on behalf of an organisation. Explain how you handled the material, ensured accurate record-keeping, and responded professionally — including how you decided what to deal with yourself and what needed to be referred to others.	
Parish councils often receive enquiries from residents with strong or conflicting views. Describe how you would manage a challenging interaction to ensure fairness,	

Prompt	Your response
professionalism, and sensitivity.	

6. References

Please provide one referee who can comment on your reliability and suitability. This may be an employer, volunteer coordinator, teacher, tutor or another responsible person who is not a relative.

Referee details	Your response
Name	
Role and organisation	
Email or telephone	
How they know you	
May we contact them before interview?	Yes ☐ No ☐

7. Interview Arrangements and Reasonable Adjustments

Please tell us about any reasonable adjustments you would like us to consider for the recruitment process. Providing this information will not affect the assessment of your application.

8. Declaration

I declare that the information provided in this application is true and complete to the best of my knowledge. I understand that deliberately providing false or misleading information may result in the withdrawal of an offer of employment or, if appointed, disciplinary action.

Applicant name	
Signature	
Date	