

CONFIDENTIAL

Post Title: Assistant to the Clerk

Hours: 15 hours per week

Pay: SCP 7 to 9 dependent on experience

Closing Date: Monday 2nd November 2026 at 12noon

PLEASE CONTINUE ON SEPARATE SHEETS IF NECESSARY

Completed Application Forms should be marked as confidential and sent to:

Clerk to the Council
Blackwell Parish Council
Hilcote Community Centre
544 New Street
Hilcote
ALFRETON
Derbyshire
DE55 5HU

Or via e-mail (with the subject title 'Confidential') to: **clerk@blackwell-pc.gov.uk**

Personal details

Surname/family name	First Names and Title
Daytime telephone No.	Mobile: if different
Address	National Insurance No.
E-mail address	

Employment – most recent

Name and Address of Employer	
Job Title	
Date Joined	
Date left (if applicable)	
Wage/Salary	
Describe your duties and responsibilities	
Length of notice required (if applicable)	
Reason for leaving	

PREVIOUS EMPLOYMENT

(Starting with the most recent – please continue on a separate sheet if you need to)

Name and Address of Employer	
Job Title	

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Date Joined	
Date left (if applicable)	
Wage/Salary	
Describe your duties and responsibilities	
Reason for leaving	

Name and Address of Employer	
Job Title	
Date Joined	
Date left (if applicable)	
Wage/Salary	
Describe your duties and responsibilities	

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Reason for leaving	
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Name and Address of Employer	
Job Title	
Date Joined	
Date left (if applicable)	
Wage/Salary	
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Job Title	
Date Joined	
Date left (if applicable)	
Wage/Salary	

Describe your duties and responsibilities	
Reason for leaving	

Voluntary Experience

Please use this space to detail any voluntary experience you have, including where you volunteered, dates to and from, and information on your role

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Education and Qualifications (including Membership of Professional Bodies)

Dates to/from	Name of School, College or University	Qualifications (and grades) gained

Training

Please list any relevant training courses attended below:

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Experience, relevant qualifications and reasons for applying for post

Use continuation sheet if necessary

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Other Information

Referees

(One of whom should be your present/last employer).

If shortlisted, referees will automatically be taken up unless otherwise indicated.

NB No one involved in the shortlisting for interviewing process for the post is permitted to act as referee for a candidate applying for that post.

<i>Referee One</i>	<i>Referee Two</i>
Name	Name
Position held by referee	Position held by referee
Organisation (if appropriate)	
Address	Address
E-mail:	E-mail
May references be taken up without further approval? Yes ☐ No ☐	

Other details

Do you require a work permit to take up employment in the UK? Yes ☐ No ☐

Are you legally eligible for employment in the UK? Yes ☐ No ☐

Do you hold a current clean driving licence? Yes ☐ No ☐

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Do you have regular use of a vehicle?

Yes ☐

No ☐

To the best of your knowledge are you related to a Member of the Parish Council?

Yes ☐

No ☐

If YES, to whom. Name: _____

I, the undersigned, declare that the information given by me on this application and any other form (including at interview) to the best of my knowledge is correct, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not employ me.

Signature

Date