CLOWNE PARISH COUNCIL



Office 4, Station Business Centre,

2 Station Road, Clowne, Chesterfield, Derbyshire S43 4RW

Telephone 01246 811586

Steven Singleton, Clerk to the Council

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JOB VACANCIES

3 Posts Available to Start Immediately

The Parish Council is looking to recruit to its flexible and enthusiastic team based at our busy **Community Centre on Recreation Close, Clowne S43 4PL.**

**Environment Supervisor**

A sound knowledge and understanding of caretaking related duties will be necessary although training will be provided as required to the successful candidate. The post would suit a practical person although some basic record keeping is required.

The successful candidate will be responsible for helping ensure that the Council’s buildings, grounds, street furniture, monuments, play areas and communal/civic open spaces across the Parish of Clowne are safe, clean and remain fit for purpose.

Based at the Community Centrethe **post** is **part time (20 hours a week)** with occasional additional hours as and when required to cover community events, sickness and other staff’s holidays.

The successful candidate will be eligible to join the Council’s workplace pension scheme.

The Parish Council is a **Real Living Wage Employer** and the hourly rate is currently **£9.90 per hour** with a pay award pending.

**Bar Supervisor**

A sound knowledge and understanding of all aspects of bar work and events hospitality will be necessary although training will be provided as required to the successful candidates. There may also be occasional caretaking related set up and take down duties for special events.

Based at the Community Centrethe **post** is **part time/casual (20 hours a month)** and **predominantly evenings** with occasional additional hours as and when required to cover community events, sickness and other staff’s holidays.

The successful candidate will be eligible to join the Council’s workplace pension scheme.

The Parish Council is a **Real Living Wage Employer** and the hourly rate is currently **£9.90 per hour** with a pay award pending.

**Cleaner**

Following the retirement of one of our long-standing colleagues Clowne Parish Council is looking for a motivated and meticulous cleaner to join its friendly team.

Based at Clowne Community Centre, off Recreation Close, the successful candidate will be responsible for ensuring that the Council’s buildings and associated grounds are safe, clean and remain fit for purpose.

**The post is part time (8 hours a week)** with occasional additional hours as and when required to cover community events, sickness and other staff’s holidays.

The successful candidate will be eligible to join the Council’s workplace pension scheme.

The Parish Council is a **Real Living Wage Employer** and the hourly rate is currently **£9.90 per hour** with a pay award pending.

The post holder will also be required to work Friday Saturday Sunday Monday each week from 7.30am to 9.30am and duties may involve occasional opening and locking of the Centre.

**Closing Date for Applications and Further Information**

The closing date for applications for both posts is ***12 Noon on Monday 6th June 2022***.

Interviews will be held week commencing Monday 13th June 2022 with an immediate start date subject to notice as required by the successful candidates.

If you have any questions about the cleaner position, please do not hesitate to contact Joanne Plummer on 01246 811586 option 2 for the Community Centre or email [joanne@clownepc.co.uk](mailto:joanne@clownepc.co.uk)

Yours Sincerely,

A picture containing text

Description automatically generated

Steven Singleton

Clerk to the Council

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|  | | | | | | **CLOWNE PARISH COUNCIL**  **Job Application Form**  CONFIDENTIAL | | | | | | |
| Please ask if you require a large print version of this form.  Please complete **ALL** sections to the best of your ability.  Only add additional sheets if the application is hand-written and you have insufficient space in which to complete your answer.  This part of the application form WILL be used to shortlist candidates for interview.  CVs are not accepted and will be discounted from the selection and vetting process. | | | | | | | | | | | | |
| POST APPLIED FOR: | |  | | | | | CLOSING DATE: | | |  | | |
| **1. PERSONAL DETAILS (please complete in block letters)** | | | | | | | | | | | | |
| Surname: | |  | | | | | Forenames: | | |  | | |
| Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Mx/Other) | |  | | | | |  | | |  | | |
| Address for Correspondence: | |  | | | | | Permanent Address of Residence  (if different): | | |  | | |
| Postcode: | |  | | | | | Postcode: | | |  | | |
| Home telephone no: | |  | | | | | Mobile telephone no: | | |  | | |
| Work telephone no: Extension (if applicable): | |  | | | | | Email address: | | |  | | |
| National Insurance No: | |  | | | | | | | | | | |
| **2. CURRENT OR MOST RECENT EMPLOYER** | | | | | | | | | | | | |
| Name and address of employer: | |  | | | | | Name and address of establishment where employed (if different): | | |  | | |
| Postcode: | |  | | | | | Postcode: | | |  | | |
| Nature of business: | |  | | | | | Job title/Post: | | |  | | |
| Present annual salary or weekly wage (gross): | |  | | | | | | | | | | |
| Hours/sessions worked per week: | |  | | | | | Other benefits (if applicable): | | |  | | |
| Date appointed: | |  | | | | | Notice required or leaving date if last appointment: | | |  | | |
| Reason for leaving or for seeking other employment: | |  | | | | | | | | | | |
| Brief description of main duties and responsibilities: | |  | | | | | | | | | | |
| **3. PREVIOUS EMPLOYMENT** | | | | | | | | | | | | |
| Please give reasons for all breaks in your employment history.  Please therefore include dates or all periods of education/training/employment/voluntary experience and any periods of unemployment or other breaks.  Please start with the most recent employer. | | | | | | | | | | | | |
| Employer name and address | Job title/post | | Grade & salary/wage | | | Full or part-time (if part-time, give hours or sessions) | | Dates (month/year) | | | Reason(s) for leaving | |
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| **4. EDUCATION, QUALIFICATIONS AND RELEVANT TRAINING ATTENDED** | | | | | | | | | | | | |
| Name of Educational Establishment or Training Provider (starting with secondary, further and higher education) | | Dates | | | | Qualifications gained (state level achieved) or the name of the training course attended | | | Grade/class of award | | | Date of award |
| From | | | To |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | | | | | | | | |
| Name of body | | | Type of membership | | | | | Date obtained | | | | |
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| **5. SKILLS, KNOWLEDGE AND EXPERIENCE RELEVANT TO THE POST** | | | | | | | | | | | | |
| Please explain how your skills, knowledge and experience make you suitable for this post. | | | | | | | | | | | | |
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| **6. SAFEGUARDING CHILDREN & VULNERABLE ADULTS DISCLOSURE** | | | | | | | | | | | | |
| Clowne Parish Council is committed to the safeguarding of children and vulnerable adults and will require a Disclosure Barring Service (DBS) check to be carried out prior to the successful candidate starting their new role who through their work comes into contact with children. | | | | | | | | | | | | |
| You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, you should declare all convictions (including spent convictions) to the Parish Council below:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Clowne Parish Council, as part of the checking procedures for all new employees working with children, reserves the right to make reference to Children’s Social Care and the Disclosure Barring Service to verify or clarify the information given on this form.  Failure to properly disclose information or subsequent failure to disclose such information at any time in the future or failure to conform to the Council’s Child Protection Policies and Procedures could result in disciplinary action and/or immediate termination of the employment contract. | | | | | | | | | | | | |
| **7. Signature of Applicant** | | | | | | | | | | | | |
| I hereby submit my application for consideration.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |

Official Use Only

Date Application Received / /2022

Application Reference

Acknowledgement Sent / /2022

Date of Shortlisting / /2022

Shortlisted Yes  No 

Date of Interview / / 2022

Invitation to Interview Sent / /2022

Attending Yes  No 