# http://www.suttonincravenpc.co.uk/images/logosmall.gif Sutton-in-Craven Parish Council

**Parish Councillor Application & Eligibility Form**

\* Required Field

|  |  |
| --- | --- |
| **Name:\*** |  |
| **Address:\*** |  **Post Code\*** |
| **Phone (Daytime):\*** |  |
| **Phone (Evening):** |  |
| **Mobile Phone:\*** |  |
| **Email Address:\*** |  |
| **Current Occupation:\*** |  |

**Qualification / Eligibility**:

To be eligible and qualify as a Parish Councillor for Sutton-in-Craven Parish Council you must meet at least one of the criteria below, please complete as appropriate:

|  |  |  |
| --- | --- | --- |
| **Questions** | **Answers** | **Office Use Only****Qualifies – Y or N** |
| How long have you resided in the parish of Sutton-in-Craven? (must be over 12 months) |   |  |
| Is your principle place of work in the parish of Sutton-in-Craven? |  |  |
| If the neither of the above apply can you provide evidence that you reside within three direct miles of the parish of Sutton-in-Craven? |  |  |

**Sutton-in-Craven Parish Council**

**Role of Parish Councillor – Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Relevant Knowledge Education **Professional Qualifications & Training** | * A willingness to understand local affairs and the local community
 | * Specific Vocational training or professional qualification

may be specified |
| **Relevant Experience, Skills, Knowledge and Ability** | * Interest in local matters
* Ability and willingness to represent the Council and their community
* Good interpersonal skills
* Ability to communicate clearly both orally and in writing
* Ability and willingness to work closely with other members and to maintain good working relationships with all members of staff
* Ability and willingness to undertake relevant training
 | * Experience of working in another public body or not for profit organisation
* Experience of working with voluntary and or local community / interest groups
 |
| **Other requirements** | * Committed to attend meetings of the council in the evening and events in the evening and at weekends
* Flexible
* Enthusiastic
 |  |

**Statement: Using the Person Specification above as a guide, please explain in up to 100 words why you consider yourself to be a suitable candidate.**

**Please return your completed application form by post to:**

The Clerk,

Sutton-in-Craven Parish Council

9 North Avenue

Sutton-in-Craven

BD20 7NN

**Or**

**Email:** **clerk.suttonincraven@gmail.com**