

Applying to work for Stroud Town Council

Application Process

Your completed application form together with a covering letter should be sent to:

Town Clerk,
Stroud Town Council,
Thanet House,
58 London Road,
Stroud
GL5 2AD

or electronically to clerk@stroudtown.gov.uk by the deadline set out in the job advertisement.

You must include in your application information which:

- Sets out how you meet the person specification
- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post
- Demonstrates the qualities you would bring to the role

A CV is not required and any submitted will be disregarded.

Canvassing of any Council Members or Officers involved in the selection process will disqualify you from being appointed.

If you would like further information before submitting your application please contact the Town Clerk by email to clerk@stroudtown.gov.uk to arrange an informal discussion.

Selection Process

An Appointment Panel will meet to consider applications and approve a shortlist for interview.

Candidates who are to be invited to an interview will be notified by telephone or email as soon as possible. Those who have not been shortlisted will be contacted by letter or email shortly after this.

The appointment will be made by the Appointment Panel, which will normally consist of the Town Clerk, Deputy Clerk or Green Spaces Manager and one or more members of the Council.

Interviews

Shortlisted candidates will be required to attend an interview at a time to be allocated individually. This will normally be preceded by a desk or practical exercise intended to assess candidates' approach to a range of typical tasks relevant the role.

Where necessary second interviews may be required.

Travel Expenses

For face-to-face interviews travelling expenses (mainland UK only) will be paid on the basis of standard class rail travel to Stroud or car mileage at the standard mileage rate currently in force. Only claims in excess of 25 miles in total will be paid.

Candidates with a disability

Any candidate with a disability should please contact the Town Clerk or Assistant Clerk in confidence so that reasonable adjustments can be made to the recruitment process.

References

Formal references will be taken up following an offer of employment. Any offer of employment will be subject to the receipt of satisfactory references.

Medical

For some positions an offer of employment may be subject to a satisfactory medical.