



# Sutton-in-Craven Parish Council

## Parish Councillor Application & Eligibility Form

\* Required Field

<b>Name:*</b>	
<b>Address:*</b>	
	<b>Post Code*</b>
<b>Phone (Daytime):*</b>	
<b>Phone (Evening):</b>	
<b>Mobile Phone:*</b>	
<b>Email Address:*</b>	
<b>Current Occupation:*</b>	

### 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**

	<b>Essential</b>	<b>Desirable</b>
Relevant Knowledge Education <b>Professional Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• A willingness to understand local affairs and the local community</li> </ul>	<ul style="list-style-type: none"> <li>• Specific Vocational training or professional qualification may be specified</li> </ul>
<b>Relevant Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>• Interest in local matters</li> <li>• Ability and willingness to represent the Council and their community</li> <li>• Good interpersonal skills</li> <li>• Ability to communicate clearly both orally and in writing</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members of staff</li> <li>• Ability and willingness to undertake relevant training</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in another public body or not for profit organisation</li> <li>• Experience of working with voluntary and or local community / interest groups</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Committed to attend meetings of the council in the evening and events in the evening and at weekends</li> <li>• Flexible</li> <li>• Enthusiastic</li> </ul>	

**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](mailto:clerk.suttonincraven@gmail.com)**