

SHIPTON BY BENINGBROUGH and LINTON ON OUSE

PARISH COUNCILS

Application Form – Clerk & Responsible Financial Officer

CLOSING DATE: FRIDAY, 6 NOVEMBER 2026, 5PM

Completed forms can be returned via email or post to (paper copies can be requested):

Megan Remmer; Sunnyside, Shipton by Beningbrough, York, YO30 1AL

clerk@shiptonbybeningbroughcommunity.org.uk

Surname:	Telephone:
First names and title:	
Address:	Email:

POSITION APPLIED FOR (please tick as applicable):

- Clerk and RFO for Shipton by Beningbrough Parish Council *only* ☐
- Clerk and RFO for Linton on Ouse Parish Council *only* ☐
- Clerk and RFO for both Parish Councils ☐

Personal Details:

- Do you require a work permit to take up employment in the UK? Yes ☐ No ☐
- Do you hold a current clean driving licence? Yes ☐ No ☐

IF CALLED FOR INTERVIEW I AM AVAILABLE 12 NOVEMBER IN SHIPTON: Yes ☐ No ☐

Ideally the candidate would be available to work alongside the current Clerk during December for at least some of the hours (remuneration at agreed rate will be given), and take the position from 1 January 2027, please indicate if this is possible for you: Yes ☐ No ☐

If 'no' – I am available to take up the position from (date): _____

I AM AVAILABLE TO ATTEND EVENING MEETINGS ON:

- 10/12, 7.30PM, SHIPTON BY BENINGBROUGH: Yes ☐ No ☐
- 15/12, 7PM, LINTON ON OUSE: Yes ☐ No ☐

Please let us know if you have any access requirements or need any reasonable adjustments to help you participate fully in the interview process: _____

Employment Record

Please list the last 10 years of your employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.

[illegible]

Education

Date From/To	Name of School, College or University	Qualifications Gained

Please give your reasons for applying for this position, say what experience you feel you have which would enable you to do it well. Please use a separate sheet if necessary.

Please give details of any outside interests or other information which you feel will support your application. Include here memberships of professional bodies and service on voluntary organisations etc.

References.

Please give the names and addresses of two referees. One should be your present or last employer if possible.

Referee 1	Referee 2
Name: _____	Name: _____
Relationship to applicant: _____	Relationship to applicant: _____
Address/ email: _____ _____ _____	Address/ email: _____ _____ _____
May we approach them now? Yes ☐ No ☐	May we approach them now? Yes ☐ No ☐

I apply for the above position/s and confirm that this is a true and complete record

Signature _____

Date _____

Please return your completed application to the current Clerk:
Megan Remmer; Sunnyside, Shipton by Beningbrough, York, YO30 1AL
clerk@shiptonbybeningbroughcommunity.org.uk