

**SILKSTONE PARISH COUNCIL****PARISH CLERK & RESPONSIBLE FINANCE OFFICER****RECRUITMENT PROCESS TIMETABLE**

Mon 1 October 2018	Clerk resignation letter to Council
Wed 3 October 2018	Staffing Committee agenda to be issued
Tues 9 October 2018	Staffing Committee meet to agree Job advert, Application form, Job description and Person Specification
Wed 10 October 2018	Karen to send out advert to YLCA, other local Clerks, SLCC West Yorkshire branch, notice boards and website. Shortened version to be sent to Barnsley Chronicle
Wed 24 October 2018	Issue Staffing Committee agenda
Friday 26 October 2018	Closing date for applications 3pm today
Monday 29 October 2018	Staffing committee meet to short list candidates, agree interview panel and interview questions.
By Friday 2 November 2018	Shortlisted candidates to be advised by Friday 2 November 18.
Friday 9 November 2018	Interview date