



Town Clerk: Chris Robson

Dear Sir/Madam

Position of Administrator

Thank you for your interest in the above post.

Please find enclosed a job application pack which includes the following;

- Application form
- Job Description
- Person Specification
- Guidance Notes

In addition to those items provided, further information relating to Sandy Town Council can be found on our website www.sandytowncouncil.gov.uk.

Should you decide to proceed with an application for this post then please complete and return the application form to this office. Completed applications should reach this office no later than 9:30am on Monday 21st January 2019. Please note that applications can be received via email to admin@sandytowncouncil.gov.uk. A word version of the enclosed application form can be found on our website.

If you are successfully shortlisted you should expect to hear from us before Tuesday 22nd January 2019. It is hoped Interviews will be held on the 24th January 2018, however alternative dates may be able to be agreed with candidates.

If you require any further information or wish to have an informal discussion about the vacancy please do not hesitate in contacting me.

I look forward to receiving your completed application form in due course.

Yours faithfully

Chris Robson

Chris Robson
Town Clerk