

Dear Applicant

## POST OF SENIOR ADMINISTRATOR AT HALEWOOD TOWN COUNCIL

Thank you for your enquiry about the post of Senior Administrator at Halewood Town Council, a permanent post subject to successful completion of a trial period.

I enclose a copy of the Job Description and Person Specification for the post together with an application form should you wish to apply.

Completed application forms must be returned to me at the address shown at the bottom of this letter, to be received by the **closing date of Friday 15<sup>th</sup> March 2019**, please mark the envelope PRIVATE AND CONFIDENTIAL. Alternatively, it may be emailed to me at [george.mackenzie@halewoodtowncouncil.gov.uk](mailto:george.mackenzie@halewoodtowncouncil.gov.uk), again to be received by the **closing date of Friday 15<sup>th</sup> March 2019**.


Please indicate if you require acknowledgment of receipt of your application and if submitting it by post, please enclose a stamped self addressed envelope for this purpose.

Interviews are likely to be held during week commencing 25<sup>th</sup> March 2019. If you are successful at interview, the Town Council will be seeking references and your present or last employer will also be asked to give details of your sickness and attendance record over the last three years.

If you require any assistance during the selection process due to disability please give me a call on 0151 443 2063.

I look forward to receiving your completed application and thank you for your interest in this post.

Yours sincerely



**George MacKenzie**  
Town Manager