

Dear Applicant

## POST OF 'DEVELOPMENT and OPERATIONS MANAGER – BARS & FUNCTIONS' AT HALEWOOD TOWN COUNCIL

Thank you for your enquiry about the post of Development and Operations Manager 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, all this information is also on our website [www.halewoodtowncouncil.gov.uk](http://www.halewoodtowncouncil.gov.uk).

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 / time of 10.00 a.m. on Wednesday 5<sup>th</sup> February 2020**, please mark the envelope PRIVATE AND CONFIDENTIAL. Alternatively, it may be emailed to our HR Support Team at [sayhello@hrlaweasyanswers.com](mailto:sayhello@hrlaweasyanswers.com) again to be received by the closing date / time stated above.

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 by the end of February. 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. The post will also be subject to an enhanced DBS clearance.

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

*Gerry Allen*

**Gerry Allen  
Town Manager**