



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex, PO21 1LD

Telephone: 01243 867744

E-mail: [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

Dear Applicant,

I would like to take this opportunity to thank you for taking an interest in the position of Committee Administrator for Bognor Regis Town Council. If you are unfamiliar with our town, please take the time to visit our website ([www.bognorregis.gov.uk](http://www.bognorregis.gov.uk)), which gives information both about Bognor Regis and the work of the Town Council.

The interview panel will be shortlisting applicants using the person specification within the enclosed application pack. Please note that all applicants must complete and return the application form, available on the Town Council website, to be considered for shortlisting. CVs will not be accepted.

Completed forms can be returned either by sending as an attachment in an email to [joannedavis@bognorregis.gov.uk](mailto:joannedavis@bognorregis.gov.uk) or addressed to Joanne Davis (Assistant Clerk) by post and should be received by no later than 9am on Monday 14<sup>th</sup> November 2022. It is anticipated that interviews will take place during the week commencing Monday 21<sup>st</sup> November 2022.

Only shortlisted candidates will be notified, therefore, if you have not received an invitation to interview within one month of the closing date, I regret that on this occasion your application has been unsuccessful.

I wish you well in your application.

Yours sincerely,

Glenna Frost  
Town Clerk