



# BOGNOR REGIS TOWN COUNCIL

Street Scene & Leisure Services Department  
Town Council Office, The Town Hall,  
Bognor Regis, West Sussex PO21 1LD  
Telephone/Answer Machine 01243 867744  
E-mail erikaadams@bognorregis.gov.uk

Dear Applicant

Thank you for your interest in employment with Bognor Regis Town Council. Please take a moment to read the following information which will assist with your application and give information on the process.

A Job Description is enclosed. Please read through it carefully. It details what you will be expected to do in the position, it also assists you in completing the application form. If you have any queries regarding your application please contact Erika Adams on 01243 825535. We use application forms to enable us to make fair assessments of each candidate's skills and achievements. This also enables us to compare like with like when short-listing applicants.

You may include a C.V. if you feel it would enhance your application but we do expect the **application form to be completed in full**. A C.V. without completed application will not be accepted.

Your application will be considered as soon as possible after the closing date. We will not acknowledge receipt of the application unless this is requested. If you have not heard from us within three weeks of the closing date you should assume that your application has been unsuccessful.

If you would like to receive acknowledgement that your application form has been received, please enter your name and address in the box below. You should then enclose this sheet with your application form, along with a stamped addressed envelope and send it to **Erika Adams, Bognor Regis Town Council, The Town Hall, Clarence Road, Bognor Regis, West Sussex, PO21 1LD**. This sheet will then be dated and returned to you.

All applications should be received no later than **9am on Friday 26 November 2021**.

Thank you for the interest you have shown in working for Bognor Regis Town Council.

Yours faithfully,

Mrs. Erika Adams  
Town Force Manager

Acknowledgement of Application