



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 825535
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 and it 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 CV if you feel it would enhance your application but we do expect the **application form to be completed in full**. A CV without completed application will not be accepted.

Completed forms can be returned either by sending as an attachment in an email to erikaadams@bognorregis.gov.uk or addressed to me by post and should be received no later than midnight on 15 September 2023. It is anticipated that interviews will take place during the week commencing 25 September 2023.

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,

Erika Adams

Mrs. Erika Adams
Town Force Manager