

## West Swindon Parish Council

---

Attention:  
Assistant Clerk Job Applicants

West Swindon Library  
Link Centre  
Swindon  
SN5 7DL

**Tel:** 01793 445500  
**Minicom:** 01793 436659

Direct Dial No: 01793 466418

Email: [parishmanager@westswindon.org.uk](mailto:parishmanager@westswindon.org.uk)

Our Ref: Applicant letter

---

March 2018

Dear Applicant

Thank you for applying for the post of Assistant Clerk.

Please complete the job application form in the Pack detailing your relevant experience to date. **Please also provide a covering letter hand written by you which tells us why you are applying for the post.** If you are submitting your application form by email, you may scan and attach the covering letter to your email.

All applications must be received by **5.00 pm on Friday 23 March 2018**. Shortlisting will commence on Monday 26 March and it is anticipated that you will be asked to attend an interview later that week. Please provide us with a phone number and email so that we can give you notice of the date and time.

The interview will comprise of a short interview with questions from a panel of Parish Councillors and a set of practical tasks to complete. We expect this to last approximately 1.5 hours maximum.

Kind regards

*PHarrison*

Paula Harrison  
Parish Manager, West Swindon Parish Council