



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Telephone : (01935) 382424 Fax : (01935) 382429
Website : www.yeovil.gov.uk

Amanda Card Town Clerk

Date: 27th August 2019
Your Ref:
Our Ref: Receptionist/AJC
Ask for: Amanda Card
E-mail: town.clerk@yeovil.gov.uk

Dear Candidate

Appointment of Receptionist

Thank you for expressing an interest in applying for this post.

The candidate pack is enclosed. This includes the job description and the person specification. An application form is also enclosed and an electronic version can be provided in MS Word format on request.

Please note that the closing date for applications is Friday 20th September 2019. If you do not hear anything by Friday 27th September 2019, you may assume that you have not been invited for interview.

Yours sincerely

Amanda Card
Town Clerk CPFA, MILCM, BA (Hons), BSc (Open)