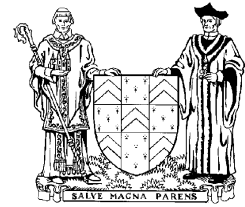


Lichfield City Council

City Council Offices, Donegal House, Bore Street, Lichfield, WS13 6LU

Town Clerk: Christopher Moulton



Switchboard: (01543) 250011

Fax: (01543) 258441

Email: townclerk@lichfield.gov.uk

Direct Line: (01543) 309858

Your Ref:

Our Ref: CM/CF/E4/13

Date as postmark

Dear Sir/Madam

Markets' Officer (Part-time)

Thank you for the interest that you have shown in the above post. Please find enclosed:

1. Application form
2. Job Description, person specification, and general information

Please complete the application form fully (using black ink) as selection for interview will be based on the information provided by you. Also, if possible, provide the telephone numbers of your referees.

Unfortunately, due to the large number of application forms we receive it is not possible to acknowledge each one. If you have not been contacted within two weeks of the closing date you should consider your application to be unsuccessful. If you require confirmation of receipt of your application form, please enclose a stamped addressed envelope.

The closing date for receipt of applications is **5pm on Friday 28 October 2016**.

Thank you for your interest in this post and we look forward to receiving your application form. Should you require any further information, please contact the City Council Offices.

Yours faithfully

Christopher Moulton
Town Clerk