

**Iain Lynch**

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(Calls may be monitored or recorded)

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Date: 14<sup>th</sup> September 2016

Dear Applicant

**Post of Horticultural and Grounds Operative, Farnham Town Council**

Thank you for expressing an interest in the above vacancy. I am pleased to enclose details about Farnham Town Council and the role, along with an application form for your completion.

Farnham is a great place to work and we are keen to recruit an enthusiastic 'can do' person who will play a key role in maintaining the award winning achievements of our outside workforce team and support our popular events programme. You will see from our website that we work with a number of volunteers and partners in making Farnham a better place and you will play a significant part in this as well.

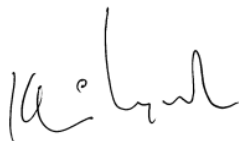
We hope the post will be of interest to you. Please return your completed application form either by email or post to be with us by 12noon on Monday 3<sup>rd</sup> October. Please note that CVs will not be considered and short-listing will be based on how well you demonstrate that you meet the person specification and competency profile. Interviews are provisionally scheduled to take place on Monday 8<sup>th</sup> October.

Please send your completed form by email to: [iain.mccready@farnham.gov.uk](mailto:iain.mccready@farnham.gov.uk) or by post to Iain McCready, Farnham Town Council, Council Offices, South Street, Farnham GU9 7RN.

At the time of submitting your application it would be helpful if you tell us if you have any special requirements we need to accommodate if you are invited for interview.

Thank you for your interest in Farnham Town Council. We look forward to receiving your completed application form.

Yours sincerely



Iain Lynch  
Town Clerk

