**Senior Administration Officer**

**Application Cover Sheet**

To apply for the position of Senior Administration Officer at Snodland Town Council, please complete this cover sheet and send, along with a copy of your CV, to [enquiries@snodlandcouncil.co.uk](mailto:enquiries@snodlandcouncil.co.uk).

The deadline for submitting applications is Wednesday 10th April 2024. Applicants should note that the Council reserves the right to interview and appoint a suitable candidate prior to the advertised deadline, and as such, early applications are welcome.

**Contact Details**

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| **Name:** |  |
| **Telephone:** |  |
| **Email Address:** |  |

**Reason for Application**

Please tell us why you are applying for this job and what skills and experience you have that are relevant to the role. (Max. 1500 words)

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