**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.

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**

|  |  |
| --- | --- |
| **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)

|  |
| --- |
|  |