



GREAT DAWLEY TOWN COUNCIL

Application and Selection Process

Office Administrator

To apply for this position please submit an application form, the closing date is 12.00noon on Friday 15th February 2019. For a copy of the application form and other information regarding this position, please go to Great Dawley Town Council website www.greatdawley.org or contact the Town Council officers on 01952 567910.

Applications to be returned to:
Great Dawley Town Council
Dawley Town Hall
New Street
Dawley
Telford
TF4 3JR

Please mark your envelope '**Job Application**'

Closing date for applications is 12noon on Friday 15th February 2019

Selection Process

Short List

The selection of short-list candidates will be completed by Friday 22nd February 2019.

Those candidates who have been successful at the short-list stage will be notified by telephone by 5.30pm on Friday 22nd February 2019.

Those candidates who have been unsuccessful at short-list stage will be notified in writing.

Interview

The short-listed candidates will be invited for interview.

Interviews will start week commencing Monday 25th February 2019 and hopefully all posts will be recruited by 1st March 2019.

All interviews will be held at Dawley Town Hall, New Street, Dawley Telford. TF4 3JR.

The Interview will be in two parts:

Written Exercise - 30 minute written exercise, there is no preparation required for this.

Formal Interview - you will be interviewed by a panel consisting of the Clerk and a number of Councillors.

The Interview Panel will make a recommendation to the meeting of the Town Council at a specifically convened meeting, date to be confirmed, as to the successful candidate.

References

Formal references will be taken up in respect of short-listed candidates. The offer of employment to the successful candidate will be subject to a satisfactory reference from the present employer.

Offer of Appointment

An offer of appointment will be made after the final interview, subject to References and Council approval.