

September 2023

**TOWN CLERK**

Dear Applicant

Thank you for your enquiry regarding the above post. I am pleased to enclose the following information:

1. Application Form
2. Important information about the post
3. Job Description
4. Person Specification
5. Equalities Form

Please return your completed application form to:

Town Clerk  
Watchet Town Council  
Watchet Visitor Centre  
Harbour Road  
Watchet  
TA23 0AQ

or email to: [townclerk@watchettowncouncil.org](mailto:townclerk@watchettowncouncil.org)

by the closing date shown below. It is important that you complete the application form, as CV's will only be accepted in addition to the application form.

If you have not heard from us by week ending 6 October 2023 this is because we have not been able to shortlist you on this occasion and we wish you every success in your future employment.

**Closing date – applications must be received by (12noon) – 29 September 2023**

**Interview date: Week commencing 9 October 2023**

Yours faithfully



Town Clerk  
Watchet Town Council

**Please reply to: Sarah Reed - Town Clerk**