



Dear Sir/Madam,

Thank you for your recent interest in a vacancy with Gravesham Borough Council.

As requested we have the pleasure in enclosing an application pack. The application pack contains the following documents:

- Information on the Borough of Gravesham (further information can be found on our website at <http://www.gravesham.gov.uk>)
- A copy of the advertisement, job description and person specification for the post
- An application form
- Guidance notes on completing the form

Please return the completed application form to the Personnel Section by the closing date. In the meantime, if you have any further information or would like to discuss your application in more detail, please contact the Personnel Services Manager on 01474 33 74 19.

You will be notified within four weeks after the closing date for this post if you are to be invited for an interview. If you do not hear anything within that time then please assume that your application has been unsuccessful. I regret that rising costs make it impossible to write to every applicant.

Yours faithfully



Director (Personnel and Asset Management)

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www.gravesham.gov.uk

