



The Chambers, Penryn Street, Redruth, Cornwall TR15 2SP
Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr Ms D L Reeve

Town Clerk: P B Bennett

Our Reference:
RTC/201/12/Adm
Date:
October 2016

Dear Applicant

Appointment of Library & Information Assistant

Thank you for requesting details of the above-mentioned post. Enclosed are a Job Description & Person Specification, and an Application Form. Should you wish to proceed with this application, a completed application form **must** be received by no later than **Tuesday 23rd October 2018**. You may also include a CV with your application if you so wish.

Please note that only those applicants short-listed for interview will be notified; therefore if you have not heard from us by Wednesday 31st October 2018, please assume that you have been unsuccessful on this occasion – interviews to be held on Tuesday 6th November 2018. If you have any further queries, please do not hesitate to contact the undersigned.

Yours faithfully

A handwritten signature in black ink, appearing to read 'PB', is written over a horizontal line.

Peter Bennett
Town Clerk