

LISKEARD TOWN COUNCIL

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Mr S R Vinson
Town Clerk
3-5 West Street
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27th February 2015

Dear Applicant

APPOINTMENT OF LISKEARD & DISTRICT MUSEUM CURATOR

Thank you very much for expressing an interest in this post. Please find attached:

- Museum Curator – Details of employment, including a job description and person specification.
- Application Form

The timetable for the appointment is as follows:

- **23rd March noon** closing date for applications. Please submit an application form and a covering letter explaining why you think you would be the best candidate for the post.
- **25th March** review of applications received agree applicants to invite to interview. We will inform you as soon as possible whether you are invited to interview.
- **1st April** shortlisted applicants attend interviews with Town Council and advisors.

As you can see, the timetable is quite tight so please note the interview dates now as we won't be able to give much notice to those invited to interview. If possible we are hoping to have a new Museum Curator in post by **1st July**.

Yours sincerely

Stephen Vinson
Town Clerk