Dear applicant;

Thank you for your interest in this post. I attach:

* Job Description & Person Specification
* application form
* guidance notes for completing the application form
* candidate privacy notice
* equal opportunities monitoring form

The Person Specification lists the skills and abilities required for this post and in your application you must clearly demonstrate how you meet each of these qualities. Do this by describing your experience in paid or voluntary work or in other areas of life. **You will not be short listed for interview if you have not covered these points**. Please use the form enclosed as CVs are not accepted.

The closing date for applications is **1pm** on **Friday 16th August 2019**. Short-listing takes place soon after closing and candidates selected for interview will be contacted as soon as possible after this takes place. Interviews are scheduled for **Thursday 22nd August 2019**. Please make sure you leave a contact number or email address so that we are able to speak to you if you are selected for interview. Please send your completed Application & equal opportunities monitoring forms to me by email or to the address on the form.

We receive a large number of applications in response to advertisements and cannot always reply to everyone. If you do not hear that you have an interview, please assume that you have not been short listed. We apologise in advance that our limited resources do not always allow an individual reply.

We look forward to receiving your application.

Yours sincerely

Chris Smith  
HR Officer