

Date: As Postmark

Dear Candidate

Please find the following items enclosed to enable you to make an application: -

- An application form
- Equal Opportunities Monitoring Form
- Job Description and Person Specification
- Rehabilitation of Offenders Declaration

The deadline for applications is: 17<sup>th</sup> September 2010 at 12 noon. We **DO NOT** accept completed applications by email.

This post is subject to a Criminal Records Bureau check.

The equal opportunities form enclosed will be confidential. It is your choice whether or not to complete it however it would help us to ensure that we are succeeding in our aim to become an equal opportunity employer.

Unfortunately we will not be able to notify you if you have not been selected for interview.

Yours faithfully

Liz Fahy  
**Co Director**