

January 2012

Dear Applicant

Part-time Administration Assistant/Receptionist, Bradford

Thank you for your enquiry regarding the above vacancy.

I am enclosing -

- role guide
- overview of services
- application form and
- equal opportunities monitoring form

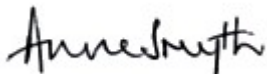
The application form and equal opportunities monitoring form should be completed and returned as soon as possible. CVs will not be considered so please do not send one.

The application form is an opportunity to tell us how you fit the essential experience, skills, abilities and knowledge that we consider necessary in order for a person to be successful for this role. On your application you should indicate clearly how you feel you meet these points, please give evidence as appropriate including details of any community or voluntary experience.

The closing date for the receipt of the completed application form is **Wednesday 15th February 2012 (noon)**. We plan to interview on **Monday 20th February 2012**. Please ensure that you put a day time telephone contact number on your application form. If you have not heard from us by Friday 17th February then, unfortunately, you have not been short-listed. The interviews will be held at our Bradford office in Shipley at a time to be advised.

If you require *any* further information or would like to discuss the post, please do not hesitate to contact Heather Smith, Head of Administration and Facilities.

Yours faithfully



Anne Smyth
Director

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IN PEOPLE**

