

April 2019

Dear Applicant

## Management Information Officer Post

Thank you for your enquiry regarding the above vacancy.

I am enclosing -

- role guide
- guide to services
- application form and
- equal opportunities monitoring form

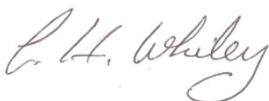
The application form and equal opportunities monitoring form should be completed and returned as soon as possible. CVs will not be considered so please do not send one.

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.

We encourage you to apply via our website using the apply now button. The closing date for this role is Wednesday May 1<sup>st</sup> 2019 (Noon). We plan to interview on Wednesday May 15<sup>th</sup>, office location will be confirmed on the successful candidates invitation to interview letter. Please ensure that you put a day time telephone contact number on your application form. If you have not heard from us by May 2<sup>nd</sup> then, unfortunately, you have not been short-listed.

If you require *any* further information or would like to discuss the post, please do not hesitate to contact Caroline Firth on 01274 449660.

Yours faithfully



**Chris Whiley**  
**Chief Executive**

Encs



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IN PEOPLE**

