

28th August 2018



Dear Applicant

Thank you for your enquiry about our vacancy for a Service Co-ordinator.

Please find enclosed the following documents:

- Job description and person specification.
- Application form.
- Copy of the advertisement.

The application form should be completed in black ballpoint pen or typed and returned to us by post by mid-day on 12th September. Please do not email. Please ensure you apply the correct postage.

Interviews will be held on 19th September. If you do not hear from us by 14th September please assume that your application has not been successful. If you would like your application acknowledged, please enclose a stamped addressed envelope when returning the completed application form. As a charitable organisation existing on very limited funds, we trust you will understand our need to save money in these ways.

We will need to see proof of your eligibility to work in the UK. Under Section 8 of the Asylum and Immigration Act 1996, it is a legal requirement that employers establish that all staff are eligible to work in the UK. An employer must check and copy certain documents to comply with the legislation. We ask for your co-operation in helping to verify this at interview stage.

IF YOU ARE CALLED FOR AN INTERVIEW PLEASE BRING WITH YOU

A full and valid UK Passport.

If you do not have this, please bring with you the following two documents.

National Insurance Number Card (or P45, P60 with NI number on it) and **UK Full Birth Certificate** (larger size, has both parents names on it). A copy of this can be obtained from your Registry Office for a nominal fee.

Failure to bring with you suitable eligibility documents may result in your interview being cancelled.

I would like to take this opportunity to thank you for your interest in our organisation and look forward to receiving your completed application form.

Yours sincerely

A handwritten signature in black ink that reads 'Sharon Lynch'.

Sharon Lynch
MANAGER
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