

15 June 2017

Dear Applicant

Post of Assistant Communications Officer (Ref: WHC-ACO)

Thank you for your interest in the above position. I have pleasure in enclosing an Application Pack for you. This should be returned by the closing date of Wednesday, 28th June (**midday**) at the address noted.

Please can I ask you to bear in mind the requirements of the Person Specification when you are completing your application form.

Please note that cvs will only be accepted with completed application forms.

If you have a disability for which an adjustment may be necessary in the recruitment process please contact the HR department, specifying the adjustment required. Any information given is used solely for the purpose of making any reasonable adjustments to the recruitment process.

If your application is successful, the anticipated date for interview is Thursday, 6th July.

We look forward to hearing from you.

Yours sincerely

Marianne Stephens

Marianne Stephens
HR Administrator