

27 November 2017

Dear Applicant

**Post of Part-time Communications Officer**

Thank you for your interest in the above position. I have pleasure in enclosing an Application Pack for you. This should be returned by **Monday, 11<sup>th</sup> December (midday)**

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, it is anticipated interviews will take place during week commencing Monday, 18<sup>th</sup> December.

We look forward to hearing from you.

Yours sincerely

*Sonja Hammond*

Sonja Hammond  
HR Manager