

9th January 2019

Dear Applicant

Re: Manager Family Centres

Thank you for your recent enquiry regarding the above post. I am pleased to attach the following information:

- Application form
- Job description and Person specification
- Background Information
- Equal Opportunities Monitoring Form. This should be completed and returned in a separate envelope along with your application form.
- Privacy Notice

Please return your completed application form to the above address by the closing date, 30th January 2019. It is important that you complete the application form as CVs alone cannot be considered.

If you would like confirmation of receipt of your completed application, please include a stamped addressed postcard which will be dated and returned to you.

Due to the high volume of applications please assume your application has not been shortlisted for interview if you have not been contacted by 20th February 2019.

Yours sincerely

Sue Fletcher
Project Manager