

Ref: **ADCOJan12**

Date as postmark

Dear Applicant,

Re: Assistant Day Centre Co-ordinator

Thank you for your interest in this vacancy. Please find enclosed:

- ❖ job description and person specification
- ❖ job application form
- ❖ background information
- ❖ employment of ex-offenders and rehabilitation of offenders act 1974
- ❖ guidance notes

The closing date for the post is 16th January 2012, interviews are planned to take place week commencing 23rd January 2012. Due to the high cost of postage we will not contact you unless you have been short-listed for interview. Please assume if you have not heard from us within 2 weeks of the closing date you have not been successful on this occasion.

Please note that CV's will not be considered.

Yours faithfully

Christine Hart
Corporate Services Manager

Encs.