

10 April 2018

Dear Applicant

Post of Shop Manager (Ref: WHC-CLE)

Thank you for your interest in the above position. I have pleasure in attaching an Application Pack for you. This should be returned by the closing date of Monday, 23rd April (**midday**), at the address noted above.

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.

Please note the successful candidate will require a satisfactory Enhanced Disclosure & Barring Scheme (DBS) check as the role may involve supervising volunteers under the age of 18 years..

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, 3rd May.

We look forward to hearing from you.

Yours sincerely

Hayley Singfield

Hayley Singfield
HR Administrator