

29 January 2019

Dear Applicant

**Post of Online Assistant (Ref: WHC-OA)**

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 Wednesday, 13<sup>th</sup> February (**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.

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, 21<sup>st</sup> February.

We look forward to hearing from you.

Yours sincerely

*Hayley Singfield*

Hayley Singfield  
HR Administrator