

12 March 2019

Dear Applicant

Post of Housekeeping Assistant (Ref:WHC-HK191)

Thank you for your interest in the above position. I have pleasure in attaching an Application Pack for you.

Please send either your cv with a covering letter or completed application form to the address noted above. Successful candidates will be required to complete an application form on appointment.

Please can I ask you to bear in mind the requirements of the Person Specification when you are completing your application form.

Please note the successful candidate will require a satisfactory Standard Disclosure & Barring Scheme (DBS) check.

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.

We look forward to hearing from you.

Yours sincerely

Hayley Singfield

Hayley Singfield
HR Administrator