

16 May 2019

Dear Applicant

Post of Maintenance Assistant (Ref: WHC-MA)

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 Tuesday, 4th June (**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 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.

If your application is successful, the anticipated date for interview is Thursday, 13th June.

We look forward to hearing from you.

Yours sincerely

Hayley Singfield

Hayley Singfield
HR Administrator