

17 March 2021

Dear Applicant

**Re: Resource Centre Support Worker**

Thank you for your interest in the above vacancy. I have pleasure in enclosing:

1. A job description for the post
2. A person specification for the post
3. An application form
4. A copy of our equal opportunities policy statement
5. An equality and diversity monitoring form
6. A copy of our policy statement on the recruitment of ex-offenders
7. Privacy statement

If you are interested in applying for this post, please ensure you complete the application form (using the person specification as a guide to assist you) and return by the closing date.

All personal information that you provide as part of the application and interview processes will be kept confidential and processed in accordance with the requirements of the General Data Protection Regulation. If you would like more information about how and why we use your personal data, please refer to the privacy statement provided.

Interviews will be held on a date to be confirmed and due to a high volume of applications for our vacancies, only those selected for interviews will be notified. If you do not hear from us within two weeks of the advertised closing date, please assume that you have not been successfully short-listed on this occasion. Should this be the case we would like to thank you for your time and effort in submitting your application and hope that this does not deter you from applying for other vacancies in the future.

Yours sincerely



Sarah Woodman  
HR & Admin Team Leader