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Dear Applicant,

Project Co-ordinator

Thank you for your interest in this post with Unlimited Potential.

You should find enclosed in this application pack:

- a job description
- a person specification
- background information about the organisation
- Recruitment of Ex-Offenders Policy
- guidance for your application
- job application form
- personal details form
- equity and diversity monitoring form

Please complete the Job Application form, the Personal Details form and the Equity and Diversity monitoring form. Where necessary, applications may be submitted in alternative formats (such as in Braille or on tape).

Failure to complete the forms in full or to return them all may lead to your application being disregarded. Please do not send a curriculum vitae (CV), as it will not be considered. If you need any special arrangements to help you complete the forms, please let me know.

Only the information on the application form will be used in the selection process. The Personal Details form and the Equity and Diversity monitoring form will be separated from your Job Application form, and will not be used in the selection process.

All information that you provide will be processed and securely stored in line with the Data Protection Act.

All disabled applicants who meet all essential criteria on the person specification will be given an interview and considered on their abilities. We strongly urge you to disclose a disability on the Personal Details form, although you do not have to. You may also disclose a disability at any point in the application process.

We will request a Disclosure and Barring Service disclosure when the post is offered, but a criminal record is not necessarily a bar to obtaining this position. This will depend on the nature of the position and the circumstances and background of any offences.

Please note that canvassing of Directors or staff of the organisation will disqualify a candidate for appointment. If you are related in any way to a Director or employee of Unlimited Potential, you should disclose this in writing to the Chief Executive.

The closing date for applications is 9.00 a.m., Monday 24 September, 2018. We expect to hold interviews on Monday 1 October, 2018.

You may assume that you have been unsuccessful if you have not heard anything further within two weeks of the closing date.

I look forward to receiving your application. If you have any queries, please contact me on 0161 743 4502.

Yours sincerely,

Chris Dabbs (Mr.)
Chief Executive