

April 2015

Dear Applicant,

**POST OF DISCRIMINATION CASEWORK ASSISTANT– PART TIME**

Thank you for your request for an application pack for the above position.

You will find enclosed with this letter:

- Application form
- Job Description & Person Specification
- Background information
- Equal opportunities policy
- Equal Opportunities Monitoring Form
- Guidance Notes

All completed applications should be sent marked for the attention of 'The Administrator, Cheshire, Halton & Warrington REC'. The deadline for receipt of applications is 12 noon on **Friday 22<sup>nd</sup> May**.

Please do not send a CV instead of completing the application form as this will not be accepted.

Yours faithfully

Shantele Janes  
**Director**