

September 2019

Dear Applicant,

POST OF INFORMATION ASSISTANT

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

You will find enclosed with this letter:

- Application form (a computerised version is available on request or on line on www.chawrec.org.uk , but a hard copy must be returned signed, if that option is taken)
- Equal Opportunities Monitoring form
- Person Specification & Job Description
- Background information about the REC
- Equal opportunities policy
- Guidance Notes for Applicants

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 **Wednesday 2nd October 2019**.

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

Yours Faithfully



Mrs Shantele Sutherland
Director