

Date as Postmark

Dear Applicant

Thank you for your response to our advertised vacancy.

Please complete both the Application Form and the Equal Opportunities Form and return them within the closing date by email to admin@ageuktrafford.org.uk or alternatively you can return your forms by post to:

Age UK Trafford
The Sharples Building
1-3 Church Road
Urmston
Manchester
M41 9EH

To keep administrative costs to the minimum we contact only the individuals who have been short-listed for interview. If you do not hear from us within two to three weeks of the closing date you should assume that you have not been successful on this occasion.

We would like to thank you for your interest in Age UK Trafford and the trouble you have taken to apply for this position.

Yours faithfully,

Administration Officer

Age UK Trafford
The Sharples Building
1-3 Church Road
Urmston
Manchester M41 9EH

Main Switchboard : 0161 746 9754
Information & Advice : 0161 746 3940
f : 0161 746 3949
e : admin@ageuktrafford.org.uk
www.ageuktrafford.org.uk