Dear

Thank you for your recent enquiry. As requested, we have included an application form along with the following information regarding the post of **Di’s Diamonds Development Activities Coordinator.**

1. A copy of the job description and person specification.
2. Guidance notes for completing your application form.
3. Age UK Redbridge, Barking and Havering Mission Statement and general information.
4. Equal Opportunities Monitoring Form.

Owing to the high cost of postage, unsuccessful candidates will not be notified.

Please return the **application form** and **equal opportunities monitoring form** as soon as possible.

**If we would like to interview you, we will then be in touch to arrange a suitable appointment.**

We would like to take this opportunity to thank you for the interest you have shown and we look forward to receiving your completed application form.

**Please note CVs will not be accepted.**

Yours Sincerely

Janet West

Senior Manager Engagement & Day Opportunities