

Dear applicant,

Many thanks for your enquiry about the post of Personal Assistant.

Enclosed is your application pack consisting of:-

- Application Form
- Equal Opportunities monitoring form
- Job Description
- Person Specification

Please complete the application form and return it to Age UK Rotherham.

Only short listed candidates will be contacted.

Interviews TBC

Yours sincerely,

Hannah Massey
Operations Manager
Age UK Rotherham