



Dear Applicant

Essence Service Administration Assistant

Thank you for requesting an application pack for the above post. Included in your application pack are:-

- **Job Advertisement**
- **Job Description**
- **Person Specification**
- **Application Form**

The application form needs to be returned to the above address by the closing date of **Monday 5th June 2025 at 9.00 am**

If you have not received a response within two weeks of the closing date you may assume that your application has been unsuccessful.

When returning your completed application pack by post, please ensure that the correct postage is used on the envelope. You can check this with your local Post Office. CV's will not be accepted for this vacancy.

If you require an informal discussion regarding the post please do not hesitate to contact Essence Manager, Angela Newton on Tel No: 0191 522 1310

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tracy Collins'.

Tracy Collins
Chief Executive Officer

Encs

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