



Dear Applicant

General Office 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 **Thursday 9th December 2021 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 Donna Hepple, Finance Manager on 0191 514 1131.

Yours sincerely

A handwritten signature in black ink that reads 'Tracy Collins'.

Tracy Collins
Director

Encs

Bradbury Centre
Stockton Road
Sunderland
SR2 7AQ

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Fax: 0191 5670378
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Web: www.ageuksunderland.org.uk