

Dear Applicant

**LIFESTYLE ASSISTANT (CASUAL)**

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 as soon as possible. CV's will not be accepted for this vacancy.

If you have not received a response within **two weeks** 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.**

If you require an informal discussion regarding the post please contact our Lifestyle Co-ordinator on 0191 514 1131

Yours sincerely

A handwritten signature in black ink that reads "Tracy Buck" with a small flourish at the end.

**Tracy Buck  
DIRECTOR**

Encs

Bradbury Centre  
Stockton Road  
Sunderland  
SR2 7AQ

Tel: 0191 514 1131  
Fax: 0191 5670378  
Email: [enquiries@ageuksunderland.org.uk](mailto:enquiries@ageuksunderland.org.uk)  
Web: [www.ageuksunderland.org.uk](http://www.ageuksunderland.org.uk)