



Dear Applicant

ITC Tutor (FACL)

Thank you for requesting an application pack for this 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 **9.00 am** on the closing date of **Thursday 2nd August 2018**.

CV's will not be accepted for this vacancy.

Interview date: Monday 6th August 2018.

If you have not received a response within 10 working days following the closing date you may assume that your application has been unsuccessful.

Your application can be returned via email to:

enquiries@ageuksunderland.org.uk or via post to the address below. 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 this role please contact Angela Newton, Support Services Co-ordinator on 0191 514 1131

Yours sincerely

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

**Tracy Buck
DIRECTOR**

Encs

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