



Dear Applicant

Information and Advice Officer

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 **9am prompt** on the closing date of **Friday 20th October 2017**.

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 contact Len Watson on 0191 514 1131.

Yours sincerely

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

Tracy Buck
ACTING DIRECTOR

Encs

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Sunderland
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Web: www.ageuksunderland.org.uk