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| January 2018 |

Dear Sir or Madam

**Re: Children’s Centre Mobile Receptionist- (Fixed term contract, for 12 months)**

Thank you for your interest in the above job vacancy with Halifax Opportunities Trust (Upper and Central Calderdale Children’s Centres).

Please find enclosed:

* A copy of the Job Advertisement
* An Application Form
* Equal Opps
* A copy of the Job Description, Person Specification, and
* Halifax Opportunities Trust Safeguarding Policy Statement.

The closing date for applications is **24th January 2018.**

Completed forms should be returned to Elsie Whiteley Innovation Centre, and shortlisting will take place soon after the closing date. We will contact you if we would like you to attend for interview. However, if you have not heard back from us within 28 days of the closing date, please assume that on this occasion your application has not been successful. Applicants’ details will be kept on file for 6 months after the closing date.

If having received the application pack you have any further enquiries regarding this vacancy please do not hesitate to call on 01422 399504.

Yours sincerely

Bridget Blayney-Simpson

**HR Administrator**