

12 April 2010

Dear Applicant

Services Coordinator Vacancy

Thank you for the interest you have shown in the above vacancy.

Please find enclosed an Application Form, Equal Opportunities Monitoring Form, Job Description, Person Specification and Criminal Convictions Declaration.

Please complete the Application Form, Equal Opportunities Monitoring Form and Criminal Convictions Declaration and return to me at the address below or by email to mail@bcpc.org.uk.

Please be advised that the closing date is 7th May 2010 and interviews will be held week commencing 17th May 2010. If you have not heard from us by 14th May 2010 you will not have been shortlisted for an interview.

Thank you and good luck with your application.

Regards

Simon Smart
General Manager

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