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June 2014

Thank you for asking for an application pack for the post of Administrator at Skills for People. In this pack, you will find:

- An Application Form
- A Person Specification
- A Job Description
- Information about Skills for People

Completed Application Forms must be sent back to Skills for People before 4pm on Friday, 27th June 2014.

If you need the Application Form in a different way, such as on tape or on the computer, please let us know and we will make sure that this is done for you.

If we want you to come for an interview, we will send you another letter by Monday, 7th July 2014, this letter will explain what will happen in the interview and when it will be. Interviews will be at Skills for People on Thursday, 17th July 2014. If you have not heard from us by this date, please assume that you have not been selected for interview. Please let us know if you need us to make any arrangements to help you take part in the interview.

With best wishes.

Yours sincerely,

A handwritten signature in black ink that reads "Liz Wright". The signature is written in a cursive, flowing style.

Liz Wright
Chief Executive