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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 received by Skills for People before 10am on Monday, 5th September 2016.

If you have not heard from us by Friday, 9th September, please assume that on this occasion you have been unsuccessful.

Interviews will take place on Thursday, 15th September 2016.

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

With best wishes.

Yours sincerely,

A handwritten signature in black ink that reads 'Liz Wright'.

Liz Wright
Chief Executive