



8 January 2019

First Last
Company
Address Line 1
Town
County
Postcode

Dear First,

Dear Applicant

Re: Basildon CVS Development and Funding Officer

Thank you for the interest that you have shown in the above post.

Please find enclosed the following documents:

- Advice on completing your application form.
- Application form.
- Job description and Person specification.
- Equal opportunities monitoring form.
- Background information on the post.

For additional background information on the service please see the Annual Report section of our website. This can be found at <http://www.bbwcvs.org.uk/about/annual-report/>

If you have any questions, please contact our office on 01268 294124. The deadline for completed applications is Monday 28 January at 4.30pm.

Shortlisted candidates will be required to attend a local interview in the week commencing 4th February 2019.

If you have not heard from us by that date your application has not been successful on this occasion. Please note that because of limited resources we are unable to provide feedback on unsuccessful applications.

Yours sincerely

Christopher Evans
Chief Officer