

January 2018



Dear Applicant

POST OF: MIS ASSISTANT

Thank you for your interest in the post of MIS ASSISTANT.

Please complete the application form in full and return to Kate Bateman, HR Officer by the closing date of Monday 15th January 2018. You should ensure your application contains the names, addresses and telephone numbers of two referees one of which should be your current or most recent employer. We do not accept personal references.

All posts are subject to a satisfactory enhanced Disclosure and Barring Scheme Check.

Thank you again and I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read "P. Cooper". The signature is written in a cursive style with a large initial "P" and a stylized "Cooper".

PRINCIPAL