



Date: As postmark

Dear applicant,

Thank you for your interest in the vacant post at Youth Action.

Please find enclosed an application form, together with a Job Description, Personal Specification and information about the work of Youth Action.

Please note that you must return the completed application form (a curriculum vitae alone will not be accepted) to the above address, with all the supporting material requested, to arrive no later than **7 July 2010** (4.30pm). Please ensure that you have completed all the sections of the form, as incomplete applications will not be considered.

Interviews dates are week commencing 12 July 2010. If your application is successful, you will be provided with more details about the process of interview, date and time etc.

If you are not successful in your application and have not heard from us within 28 days of the closing date, I hope you will accept that, due to the additional postage costs incurred, we will not write to inform you.

Yours faithfully,

A Abass

Amar Abass
Chief Executive

Encs.

If you would like the enclosed forms in large print please contact us.