

Our Ref:
Doc Ref:
Ask for: Pat Gerrard
Phone Call: 0161 330 4965
E-mail: pat.gerrard@newcharteracademy.org.uk
Date: As Postmarked

Dear Candidate

Re: Catering Assistant Closing Date: Wednesday 21st July 2010

Thank you for your enquiry regarding the above position. I am pleased to enclose an application form, together with a job description and person specification for this post.

The job description lists the main duties and responsibilities of the job, and the person specification lists the skills; knowledge; personal qualities; experience; education; and training, which are either essential or desirable requirements of the postholder. When we are deciding whom to interview, we will look for evidence from your application form to show that you meet these requirements listed in the person specification.

Please complete the form carefully. Tell us about your experience, knowledge and skills from paid or voluntary work, study, training domestic responsibilities or anything else you think relevant. Continue on extra sheets if necessary. It is important that the application form is completed fully as this will form the standard basis for making decisions on all applicants. Please do not submit a Curriculum Vitae with your application form.

Applications from disabled people may be submitted in an alternative method, e.g. Braille, audio-tape or video cassette. If you are selected for interview and require a loop system, or any other special facilities please inform us beforehand.

Candidates selected for interview will be informed within four weeks of the closing date. If you have not heard from us within this time you should assume your application has been unsuccessful on this occasion.

Please return your application form to Mrs. D. Patel, New Charter Academy, Greenhurst Campus, Greenhurst Road, Ashton-under-Lyne, Lancashire, OL6 9DX .

Yours sincerely

Pat Gerrard

For New Charter Academy