

Bradford Womens Aid  
PO Box 1102  
Bradford  
BD1 9NG





22<sup>nd</sup> June 2010

Dear

Re: Application Pack for Admin Worker (21 hours)

Thank you for your interest in applying for the job of Admin Worker (21 hours) at Bradford Women's Aid.

Please find attached the following information:

-  Job Description and Person Spec for post of Admin Worker
-  \_Application Form
-  Equal Opportunities Monitoring Form
-  Guidance Notes for Applicants

Please read the Guidance Notes for Applicants before completing your Application Form and return it by the closing date of Friday 30<sup>th</sup> July (5pm).

If you are short listed for an interview you will receive notification of this by Tuesday 10<sup>th</sup> August. If you do not hear from us by then please assume that you have not been short listed. Please note we are unable to provide feedback to those who have not been short listed. **Interviews will be held on Tuesday 17<sup>th</sup> August.**

We look forward to receiving your completed Application Form.

Yours sincerely

Sally Deane  
Manager  
Bradford Women's Aid