



Date as post marked

Dear Applicant,

I am pleased to enclose an application form for the post in which you have expressed an interest. When completing it please relate your application to the requirements stated in the advertisement, job profile and person specification, as short listing for interview is dependent on the extent to which your application matches these.

Please complete the application form in full. Please do not include any additional documentation such as Curriculum Vitae, as the Organisation requires candidate's information to be in a standard form on its own application form.

Unfortunately, we are unable to write to applicants who are not shortlisted. Should you not hear from us within one week after the closing date, you should assume that on this occasion your application has been unsuccessful.

Your completed application should be returned via email to jane@womensaidinluton.org

If you do not have access to email please post in an envelope marked 'application form enclosed' to FOA Jane Firmin **Women's Aid in Luton**, Marlborough House, 33 Park Street West, Luton Beds LU1 3BE by the closing date. Any late applications will not be accepted.

To help us to monitor our recruitment processes it would be helpful if you would please indicate where you saw the role advertised.

Yours faithfully,

Jane Firmin

Jane Firmin
Interim Head of Business and Services
Women's Aid in Luton