

July 2017

Our Ref: LDB/CMR

Dear Applicant

Communication Support Worker

Thank you for your interest in the above position. Enclosed please find:

- Application form
- Job description
- Person Specification

The closing date for applications is midday on Wednesday, 19th July 2017. **Only those short-listed for interview will be contacted again.** Due to the short space of time between short-listing and interview, would you please ensure that your referee contact numbers (phone, fax or email address) are supplied and accurate.

Interviews will take place on Friday, 21st July. The person appointed will be asked to confirm after interview that they are still interested in the post and the appointment will be subject to satisfactory references, health check and Police clearance.

If you wish for any further information, please do not hesitate to contact me.

Yours sincerely



Carolyn Robinson
Office Manager

crobinson@bishopstopford.com
01536 359418