

November 2017

Our Ref: LDB/CMR

Dear Applicant

## Exam Invigilator

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

- Application form
- Job description

The closing date for applications is Thursday, 30<sup>th</sup> November 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 Wednesday, 6<sup>th</sup> December 2017. 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 and an Enhanced DBS police check.

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

Yours sincerely



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**Office Manager**

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