

2nd March 2010

Investing in
Communities
vast

Dear Applicant

RE: Development Officer – BME

Thank you for expressing an interest in the above post.

Please find enclosed the following documents:

- Information for applicants – a brief on the post
- Job Description and Person Specification
- Application Form
- Equal Opportunities Monitoring Form
- Information on VAST

Please complete the application form fully, using additional sheets if necessary. Short-listing relies on the form being completed fully and the information you supply will be measured against the person specification.

If you would like to receive confirmation of us receiving your application please enclose a stamped self-addressed envelope with your application.

Short-listed candidates will be contacted by telephone to attend an interview on during the week beginning Monday 29th March 2010. Candidates should note that the interview process is likely to include a short presentation. The interviews will be conducted by a panel of four.

If you require any further information on this post please contact Sajid Hashmi, Chief Executive on shashmi@vast.org.uk, for assistance in completing the application form please contact Clare Wakefield on 01782 683000 email: cwakefield@vast.org.uk.

Please note that the closing date for applications is 9.00am Wednesday 24th March 2010. If you do not receive any further communication from us by 29th March 2010 then please assume that on this occasion your application has not been successful.

We look forward to receiving your application.

Yours sincerely,
For & on behalf of VAST



Sajid Hashmi
Chief Executive
Enc.

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