



01934 427426  
info@forallhlc.org  
www.forallhlc.org

Dear Applicant

Thank you for your request for an application pack for the post of Receptionist.

Please find enclosed:

- Background information
- Vision and Values
- Job Description
- Person Specification
- Application form
- Equal Opportunities monitoring form

Please read all of the enclosed information and if you decide to apply please fill in the application form with particular regard to the person specification. We will not accept CVs.

Electronic versions are available from our website.

The completed application must be returned to the address below by noon, Monday 12<sup>th</sup> July

**Shortlisted candidates will be invited to interview on Thursday 15<sup>th</sup> July.**

If you have any queries regarding the application process please do not hesitate to contact me at the above number.

Yours sincerely

Mark Graham  
Chief Exec.

*The For All Healthy Living Company Partners:*



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