



# Choice Advocacy



Rebecca House, Rebecca Street, Bradford, BD1 2RX



01274 391691

**Please ask for:** Director

**Our Ref:** I/OM/10

**Date:** As Postmark

**Closing Date:** 19<sup>TH</sup> July 2010

**Post:** Operational Manager

Dear Applicant

I am writing in response to your request for an application pack for the post of Operational Manager.

I have enclosed:

- Information on how to fill out the application form
- Job Description
- Person Specification
- Information about Choice Advocacy
- Job Application Form
- Asylum & Immigration Form
- Equal Opportunities Form

Please note that we are unable to accept C.V's as applicants are shortlisted from the information provided on the application form.

We expect interviews to take place on 28<sup>th</sup> July 2010. We will notify all short listed applicants.

In the view of administration costs, it is not possible to write to applicants who have not been shortlisted. If therefore, you have not received further communication after 4 weeks of posting your application form, you should assume you have been unsuccessful.

If you require acknowledgement of your application please complete and return the slip below and enclose a stamped addressed envelope.

Yours Sincerely

David Rosser  
Director

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Please insert your name and address in the box

Your Application for the post of Operations Manager was received on