



February 2009.

## **Moseley Exchange Assistant post**

**Closing date for applications: 5pm 9<sup>th</sup> March 2009**

**Interviews are likely to be held on Wednesday 24<sup>th</sup> March 2009**

Thank you for your interest in the Moseley Exchange Assistant post. You should find attached:

- A three part application form
- Job description
- Person specification

The Job description and person specification are to provide you with a picture of the work and the skills we feel are essential for the job.

There are three parts to the application form. Parts 2 and 3 are designed to give you the opportunity to convince the selection panel that you can do the job and you should use these sections to tell us about yourself and your skills and abilities. The panel will not make any assumptions.

Moseley Community Development Trust is committed to equality of opportunity and all applications will be considered against the requirement of the person specification only. Part 1 of the form is designed to help us ensure that all applicants are treated fairly. The information will not be given to the selection panel and will therefore not effect your application, but will enable us to monitor our practices. Please assist us by completing both sides of Part 1. Under the Data Protection Act 1998 we need to inform you that information on applicants will be collected, stored and processed for statistical purposes.

If you are selected for interview you will be contacted shortly after the closing date. If you have not heard from us by the interview date you should assume you have not been selected. We do not acknowledge receipt of applications but you are welcome to telephone us to check we have received it.

Please be sure to return the application form so that it reaches us on or before the closing date. Mark the envelope "CONFIDENTIAL – Moseley Exchange application".

Yours faithfully,

Mr. Tony Thapar  
Moseley CDT Co-ordinator