

Dear Applicant,

**Re: Sessional Drug Worker – Alpha Residential Service**  
**Ref: 08/01/303/995411**

Thank you for your enquiry regarding the above post.

Please find enclosed, an application pack containing the following:

- Guidelines on the selection process
- Phoenix Futures – About Us
- Diversity Leaflet
- Diversity Monitoring Form
- Application Form
- Role Profile

Unfortunately, we are unable to write to unsuccessful candidates. If you have not heard from us within three weeks of the closing date, please assume that you have not been successful on this occasion.

Please return your completed application form to:

HR Recruitment Administrator  
Phoenix Futures  
3<sup>rd</sup> Floor, ASRA House  
1 Long Lane  
London  
SE1 4PG

Thank you for your interest in Phoenix Futures, we look forward to receiving your application.

Yours faithfully

**Clare Mace**  
**HR Recruitment Administrator**