

Dear Applicant,

**Sessional Worker – Brighton Family Service – Brighton (Post Ref: 07/09/229)**

Thank you for your enquiry regarding the above post.

Please find enclosed, an application pack containing the following:

- A Role Profile
- An Application Form
- Phoenix Futures Background Information

**Application Return Address:**

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

To ensure that we have the same range of information about each candidate, please fill in the application form. CVs and unsolicited testimonials will **not** be taken into account. We will be looking for demonstration of how your skills and experience fit the person specification attached to the role profile.

Please also note our requirements with regard to references as stated on the front page of the application form.

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

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

Yours faithfully

Clare Mace  
HR Recruitment Administrator