

Dear Applicant,

Re: Administrator, Derby City Service

Ref: 10/07/957

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
- Local service/department information (if appropriate)

Your completed application form should be returned to me by 5pm on 2nd August 2010. Applications received after this date will not be considered.

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, preferably by email to recruit@phoenix-futures.org.uk or by post:

HR Recruitment Administrator
Phoenix Futures
3rd 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

Luisa Borgese
HR Administrator