

Dear Applicant,

**Re: STAR Prison Drug Worker, HMP Stocken**  
**Ref: 10/07/960**

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 **11<sup>th</sup> 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](mailto:recruit@phoenix-futures.org.uk) or by post:

HR 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

**Luisa Borgese**  
**HR Administrator**