

**Go North Devon Ltd
The Shopmobility Centre
Albert Lane
Barnstaple
Devon
EX32 8RL**

January 2012

Dear Applicant

Thank you for your enquiry about our vacancy for Development Co-ordinator.

Please find and download the following documents:

- Job Description and Person Specification.
- Application Form and Equal Opportunities monitoring form.
- Copy of the Advertisement.
- Background information on the organisation.

The application form should be completed in black ink or black ballpoint pen and returned to us by post. The application closing date is by first post on the 8th February 2012. We shall interview short listed candidates on either the 24th or 29 February 2012. If you do not hear from us by this date please assume that your application has not been successful. If you would like your application acknowledged, please enclose a stamped addressed envelope when returning the completed application form. As a charitable organisation existing on very limited funds, we trust you will understand our need to save money in these ways.

We will need to see proof of your eligibility to work in the UK. We ask for your co-operation in helping to verify this at interview stage. **IF YOU ARE CALLED FOR AN INTERVIEW PLEASE BRING WITH YOU**

A full and valid UK Passport or a **Work Permit** if you are a non-national. If you do not have these, please bring with you the following two documents. **National Insurance Number Card** (or P45, P60 with NI number on it) and **UK Full Birth Certificate**.

Failure to bring with you suitable eligibility documents may result in your interview being cancelled.

I would like to take this opportunity to thank you for your interest in our organisation and look forward to receiving your completed application form.

Yours sincerely

Sharon Lynch
MANAGER
enc.