

Voluntary Action Waltham Forest



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6 Church Hill, London E17 3RY
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sangita@voluntaryaction-wf.org.uk
www.voluntaryaction-wf.org.uk

Date: 20th April 2010

Dear Applicant,

Re: Part-time Volunteer Development Officer

Thank you for applying for more information about any of the post above. The enclosed information will help you to prepare your job application.

- About Voluntary Action's volunteering service
- Job Description and Person Specification
- Get that Job with Voluntary Action
- Application Form
- Guidance notes on completing the Application Form
- Basic Terms and Conditions
- Equal Opportunities Statement
- Equalities Monitoring Form

For a copy of our latest annual report please go to:

http://www.voluntaryaction-wf.org.uk/temp/home_about.asp

Please spend some time reflecting upon the job description and person specification and tell us how your skills and experience make you the ideal candidate for this post. We are unable to consider CV's for this vacancy. Due to the cost of postage we are unable to inform you if you are not successful with your application.

The recruitment panel looks forward to reading your completed application. Please note that interviews will take place on week starting 24th May 2010.

You will need to send your completed application to the address above by mid-day, Tuesday 11th May 2010. You can submit your application electronically but please note that we need a hard copy signed of page 10, Section K of the application form: 'Declaration'

If you want to use the electronic version of this pack, please go to our website on www.voluntaryaction-wf.org.uk/jobs

Yours sincerely

Enrique Saenz
Director, Voluntary Action Waltham Forest.