

Human Resources Department (Recruitment Team)
P3
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Derbyshire
DE7 5RB

Telephone: (0115) 930 6661
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Website: www.p3charity.com

Dear Applicant,

In response to your enquiry regarding the vacancy which we are currently recruiting for, please find enclosed the following information:

- Job Description and Person Specification
- Application Form (including Equal Opportunities Monitoring sheet)
- Unlock Your Potential Working With P3
- Guidance Notes For Completion

If you wish to apply for this post, please fill out the application form and return it to the address by the closing date specified. Applications received after the closing date will not normally be considered.

Please note that the application form must be fully completed, particularly in relation to how you meet the points detailed in the Job Description and Person Specification.

Please read the 'Guidance Notes for Completion' information, before completing your application form.

Please note that P3 are unable to obtain a Work Permit on your behalf. Please ensure that you have a Work Permit if you are required to have one.

As part of the recruitment process, all employees who will work with vulnerable adults and children will be required to undergo a check by the Criminal Records Bureau (CRB). Confirmation of employment will only be given on receipt of a satisfactory CRB Disclosure being received and all information provided will be treated in strictest confidence.

Please complete the Equal Opportunities Monitoring Form enclosed with the Application Form. This is for statistical purposes only, and will be separated from your Application Form prior to any short listing process.

In the interests of economy, no acknowledgement of receipt of your application will be made.

Unfortunately, due to the volume of applications we receive during our recruitment process, it is not possible to notify applicants that they have been unsuccessful with their application or to provide feedback at the short listing stage.

Consequently, if you do not hear from P3 within 6 weeks of the closing date for a post, then you can assume that your application has been unsuccessful.

Thank you for your interest in this vacancy. We wish you every success with your application and look forward to receiving your completed form back in the near future,

Yours sincerely,

David Brown

David Brown
(Human Resources Support Team)