

Dear applicant

RE: MOBILE MARKET SALES & SUPPORT WORKER JOB VACANCY

Thank you for your interest in the above post.

Within the attached recruitment pack you will find a:

- Job Description + Person Specification
- Application Form
- Equal Opportunities Monitoring Form

Please make sure you answer all the questions fully when completing your application form. There is also an Equal Opportunities Monitoring form included which should be filled in and returned with your application (please note this form will not be part of the short-listing process).

The deadline for applications is **Monday 11th January 2010**. Please return your completed forms by email to info@stepwell.org.uk or by post to Stepwell's office (please mark confidential). If you submit your application by email and are called for interview you will be asked to sign the declaration on the form at that point.

Please note that we remove the front sheet from the application form when we receive it, so that the short-listing panel do not know who the application form is from when they are appraising it.

Interviews for the post will be held on Wednesday 20th January 2010. If you are called for interview you will be expected to undertake a relevant task as part of the selection process.

In the meantime thank you for your interest in this post and in Stepwell Consultancy Ltd.

Regards

Linda Capon
Office Manager