

February 2020

Dear Applicant

Re: Cleaner at Voluntary Action LeicesterShire

Thank you for your interest in the above post. Please find enclosed:

- Job Advert
- Job Description & Person Specification
- Application Form
- Equal Opportunities Monitoring Form
- The Asylum & Immigration Act 1996 Questionnaire
- Recruitment Data Privacy Notice

The closing date for applications is **Thursday 27 February 2020 at 12.00 noon**. Interviews will be held on **10 March 2020**. We do not acknowledge receipt of applications but we will write to you at the shortlisting stage.

You can submit your application form electronically via e-mail to recruitment@valonline.org.uk, alternatively you can post your application form to the address at the top of the page (please ensure you apply the correct postage).

Good Luck

Yours sincerely



Donna Taylor
HR Assistant
0116 257 5028
recruitment@valonline.org.uk