

March 2021

Dear Applicant

**Re: Employment Support Officer – Getting Ready for Employment and Training (GREAT) Project**

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

- Job Advert
- Job Description & Person Specification
- Application Form
- Equal Opportunities Monitoring Form
- Right to Work in the UK Questionnaire
- Recruitment Data Privacy Notice

The closing date for applications is **Wednesday 24 March 2021 at 12.00 noon**. Interviews will be held on **Thursday 8 or Friday 9 April 2021**. 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](mailto:recruitment@valonline.org.uk), alternatively you can post your application form to this address:

Donna Taylor  
Voluntary Action LeicesterShire  
9 Newarke Street  
Leicester  
LE1 5SN

Please ensure you apply the correct postage.

Good Luck

Yours sincerely



Donna Taylor  
**HR Assistant**  
[recruitment@valonline.org.uk](mailto:recruitment@valonline.org.uk)