

July 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 **Monday 2nd August 2021 at 4pm**. Interviews will be held **Week Commencing 16th August 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, 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
recruitment@valonline.org.uk