



August 2022

Dear Applicant

Re: GREAT & YES Project Archive Assistant

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 **Friday 28 August at 5pm**. Interviews will be held either **Tuesday 6 or Wednesday 7 September 2022**. 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



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