

May 2024

Dear Applicant,

Re: Reception and Front of House Assistant

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

- Advert including Application process
- Equal Opportunities Monitoring Form
- Right to Work in the UK Requirements
- Recruitment Data Privacy Notice

The closing date for applications is **Tuesday 28 May, 5pm.**

We do not acknowledge receipt of applications but we will write to you at the shortlisting stage.

You can submit your application form via e-mail to recruitment@valonline.org.uk. Alternatively you can post them 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