24th May 2018

**Post ref: CARE-CAFF -1-18**

Dear Applicant

**POST OF CARETAKER (37HRS), CAFFREY HUB WEST, BELFAST**

Thank you for your interest in the above position. I enclose the following forms and information:

1. a job description together with a personal specification for the post;
2. an application form (together with guidance notes on completing the form);
3. a fair employment monitoring form and separate envelope for returning this – please enclose this envelope sealed with your application form.
4. Role Profile for Scheme Staff

**Please note that all essential criteria listed in the job advertisement must be clearly outlined in the completed application form. Clanmil Housing reserves the right to use heightened, but not different criteria to shortlist. For example, where a minimum standard is referred to in the criteria, candidates who exceed the minimum may be selected.**

Clanmil Housing is an equal opportunities employer. A copy of our equal opportunities policy is available from the office on request. Please note that due to this policy CVs will not be accepted either in place of an application form or as supplementary information.

The closing date for receipt of completed applications is **12 noon on Thursday 7th June 2018.** Please note that we will not be able to consider applications received after that date.

Yours sincerely



## Olivia Hamilton

*HR Administrator*

CB/OH/R