February, 2019

Dear Applicant,

Thank you for contacting us in relation to our advertisement for the role of Administrator- School Counselling Services.

Please read the following carefully.

**You are required to submit your CV with a covering letter. It is essential that you refer to the requirements of the person specification in the letter. Please give examples of your experience in meeting each requirement. The information you provide will determine the outcome of shortlisting.**

* *job description and person specification*
* *equal opportunities recruitment monitoring form*

I would be grateful if you could let me know if any reasonable adjustments will be required to the recruitment process due to any disability you may have. Please attach this information to your application which you must supply by the closing date: 20th February, 2019. Applications can be emailed directly to me at [mariek@cathchild.org.uk](mailto:mariek@cathchild.org.uk) or posted to the above address.

For more information on how we use the information you provide, please see our privacy notice for job applicants which is located on our website <https://www.cathchild.org.uk/work-volunteer-for-us/>*.*

Please do not hesitate to contact me if you have any queries.

Yours sincerely,

Marie Kissane

Head of Resources