

Date as post marked

**Personnel Department**  
Direct tel: 0161 498 3651  
Direct email: recruitment@sah.org.uk

Dear Applicant

Thank you for your recent enquiry in relation to the vacancy for **Part Time Finance Assistant** within the **Finance Department** at St Ann's Hospice, **Heald Green**. I am pleased to enclose an application pack and application form and would like to remind you that your application must be received by the closing date of **16th February 2012**. It is anticipated that the interviews for this position will take place on the **2<sup>nd</sup> and/or 5<sup>th</sup> March**.

Applications are not normally acknowledged due to the cost and time in resources this process can take and as a charity one of our objectives is to conserve funds wherever possible. However, if you wish to confirm receipt please contact myself on 0161 498 3651.

If you have not heard from us within four weeks of the closing date, I regret that on this occasion you will have been unsuccessful.

St Ann's Hospice welcomes applications from a diverse range of backgrounds. As part of our Equal Opportunities Policy, we have enclosed an equal opportunities form, which it is essential that you complete and return along with your application form. You may attach a curriculum vitae to your application form if you wish.

Please note that all job offers are made subject to receipt of a satisfactory criminal records bureau (CRB) disclosure, references and medical, which must be obtained prior to commencement of employment.

I look forward to receiving your completed application and would like to take this opportunity to thank you for your interest in this position.

**Please note the Hospice incurs a £1.00 plus postage handling fee for all envelopes received with insufficient postage. Please can you ensure that the envelope you are using carries the correct postage for the size and weight.**

Yours sincerely

*Mary Veevers*

**On behalf of the Personnel & Training Department  
St Ann's Hospice**

**If you require a copy of this letter in a larger font please contact 0161 498 3651.**