 ***Clonard Monastery Youth Centre***

 ***1a Clonard Gardens***

***Belfast***

***BT13 2RL***

***Tel. 028 90325939***

Dear Applicant,

Many thanks for your interest and request for an application pack for the post of 12.5 hour admin support.

Please find attached the Application Form, Job Description including the Personal Specification, Monitoring Form.

Please enclose the completed monitoring form in a separate sealed envelope for the attention of the Monitoring Officer.

The closing date for completed application forms is 17 August 2017 at 12 noon. If posting ensure adequate postage and return to Barry Fegan Clonard Monastery Youth Centre, 1a Clonard Gardens, Belfast, BT13 2 RL. Applications may be hand delivered into Clonard Monastery at the church reception, **email copies will not be accepted.**

Yours Sincerely,

Barry Fegan

Leader in Charge Clonard Monastery Youth Centre