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1 February 2017

**PRIVATE & CONFIDENTIAL**

Dear Applicant

**POST: Grants and Donor Care Officer**

**Full-time (35 hours per week) permanent**

Thank you for requesting an application for the above position. Enclosed in this pack you will find:

* Application Form
* Job Description and Person Specification
* Equal Opportunities Monitoring Form and Envelope

## Completing the Application Form

If you wish to be considered for this position, please complete, sign and return the application form no later than ***12 noon on Monday 20th February 2017.*** (An electronic form will be accepted if an electronic signature is included.)

Please do not send a C.V. as this will not be considered by the Panel. You should refer to the Person Specification when completing the form. Only those applicants who provide evidence of meeting the short-listing criteria will be invited for interview. Please do not make general statements without giving details.

## Monitoring

The Community Foundation is committed to ensuring equality of opportunity in its recruitment practice. Under N.I. legislation, we are required to monitor the community background of all job applicants. An Equal Opportunities Monitoring Form is enclosed which you should complete and return to the Monitoring Officer with your application. This will be treated with the utmost confidentiality.

**Closing Date**

The closing date for receipt of completed applications is **12 noon on Monday 20th February 2017.**

Yours sincerely

Betty McNally

Office Manager