

Dear Applicant,

Thank you for your interest in employment with WDP.

On the jobs page of the website you find the:

- Job description
- Application form
- Guidance on how to complete the application
- Equality and Diversity Monitoring Form
- Information relating to Disclosure & Barring Service (DBS) checks
- Police Security Clearance.

You will find information relating to the organisation on our website.

Please take time to read all the information before completing the Application Form.

Once completed your form should be sent to us by one of the following three methods:

Post	HR Department (Jobs) 7 <sup>th</sup> Floor Kingsway House 103 Kingsway London WC2B 6QX
Fax	020 7421 3199
E-mail	jobs@wdp.org.uk

Unfortunately late applications cannot be accepted so please ensure your application form reaches us by the closing date stated.

Due to the high level of response to our advertisements we regret that we are unable to inform people if they have not been short-listed. If you have not heard from us within four weeks of the closing date you should assume that your application has been unsuccessful.

Thank you for your interest and I look forward to receiving your completed application form.

Yours sincerely,

The HR Team