

Date as postmark

Dear Applicant,

Administrative Assistant

I enclose herewith the information pack for the above post which includes:

- Application Form
- Job Description
- Person Specification
- Statement of Main Terms of Employment
- Recruitment & Employment Policy
- Equal Opportunity & Diversity Policy

Please note that the closing date for application forms is close of business on **Monday 6th August 2018** and that Curriculum Vitae will not be considered.

Interviews will be held in Darlington on **Wednesday 22nd August 2018**.

If you have any queries please do not hesitate to contact me on 01325 373035 or email kwest@railwayha.co.uk.

Yours sincerely,

Karen West
PA to the Chief Executive