

Date as postmark

Dear Applicant,

Resident Involvement & Performance Information Officer

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
- Disclosure & barring service checks policy
- Privacy notice

Please note that the closing date for application forms is close of business on **Monday 20th December 2021** and that curriculum vitae will not be considered.

Interviews will be held in Darlington on **Wednesday 12th January 2022**.

If you have any queries please do not hesitate to contact me on 01325 373035 or email kwest@railwayha.co.uk. Completed application forms can also be returned to this email address.

Yours sincerely,

K J West

Karen West
PA to the Chief Executive