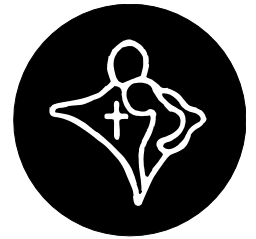


CARIS Haringey

CHRISTIAN ACTION AND RESPONSE IN SOCIETY



St. Philip's Church • Philip Lane • London • N15 4HJ
Phone 020 8801 3004 • Fax 020 8885 5789 • www.carisharingey.org.uk

September 2018

Dear Applicant

Thank you for your interest in this post with CARIS Haringey.

Background information on CARIS Haringey is available on our website www.carisharingey.org.uk. I have enclosed a number of documents to help you decide whether you wish to apply for the job and to give you some more information about the organisation.

The documents enclosed are:

- Application form
- Job description and person specification
- Equal opportunities statement
- Recruitment monitoring form

Please note that decisions to shortlist for interview will only be made on the basis of the information provided on the application form. I strongly recommend that you take each point listed in the person specification and give examples from your paid work or voluntary work which demonstrate you meet the skills we are looking for.

Any personal data provided by you, or your referees, will be used only for the purposes of recruitment for this post, unless otherwise agreed by you. It will be processed securely and will not be shared with any third party. A copy of our data protection policy is available on request.

Please return your application form by email to Jane Young at janey@carisharingey.org.uk or by post to the address above.

The closing date for this post is: **5pm Thursday 20th September 2018**. Application forms received after this date/time will not be considered. Interviews for shortlisted candidates will take place week commencing 24th September 2018.

This is a permanent contract, subject to securing ongoing funding. An enhanced DBS check will be required for this role.

Please ensure you have an appropriate contact telephone number on the application form. Only short-listed candidates will be contacted and invited for interview. If you have not heard from us by 1st October 2018, your application has been unsuccessful.

Thank you, again, for your interest in CARIS Haringey. I look forward to receiving your completed application in due course.

Yours faithfully

Gloria Saffrey
Director

Working to make a difference to homeless families in Haringey

Company limited by guarantee (England) • Reg No. 3304699 • Reg. Charity No. 1061577 • Reg office as above
Member of Advice UK • Supported by the London Borough of Haringey

