



Dear Enquirer

If, after reading the information regarding the job vacancy(ies), you decide that you want to apply, you will need to:

1. Complete the application form and include any further information that you think might be helpful to your application.
2. If you wish, complete the equal opportunities monitoring form. Completion of this form helps us to monitor our applications to ensure we are complying with our equal opportunities policy.
3. Post or email your application form and other supporting paperwork to us, ensuring that we receive it before the closing date.
4. Applications will not normally be acknowledged. However, if you want an acknowledgement, please write your name and address on the form at the end of this document and include it with your application.

If you wish to apply for a post(s) and are unable to complete a standard application form, or have any queries/require further information, then please contact me on (029) 2081 5881, or email HR@cff.org.uk.

Yours sincerely

Nick Perry

Nick Perry
HR Manager