

Dear Applicant,

RE: Cleaner

Thank you for your interest in the above position within Shapinsay Development Trust. Please find enclosed:

• Application Form

• Equal Opportunities Statement and Monitoring Form

Completed applications should be returned to Hannah Ker by Thursday 17th November 2016 by 5pm. Please do not send CVs, either alone or with your application, as they will not be considered. Interviews will be held week beginning 21st November 2016.

Should you require further information regarding the post, please contact Hannah Ker on 01856872897

I look forward to receiving your application.

Yours faithfully,

Hannah Ker

Human Resource Development Officer

Hannah.ker@vaorkney.org.uk