



Sussex House  
212 High Street  
Lewes  
East Sussex  
BN7 2NH

tel: 01273 473422

fax: 01273 483109

email: [info@ruralsussex.org.uk](mailto:info@ruralsussex.org.uk)

[www.ruralsussex.org.uk](http://www.ruralsussex.org.uk)

18 January 2012

Dear Applicant

### **Employment Support Advisor (Ref: WP01)**

Thank you for responding to our advertisement for the above post. I have pleasure in enclosing the job description, person specification, and an application form. Also enclosed is a copy of our Equal Opportunities Statement, Equal Opportunities Monitoring Form and Recruitment Survey form. Further information about the interesting work Action in rural Sussex is involved with can be found on our website.

You will see that there are two versions of our Application Pack – Acrobat or Word. The one which is in Acrobat you can simply open, print off and complete by hand, whereas the one with Word documents can be saved to your own computer. Should you take this latter option, please endeavour to keep to the original pages so that when it is printed it looks similar to the PDF version.

**Please note that CVs will not be considered and short-listing will be based on the person specification.** The closing date for this position is Monday 30 January 2012 and I confirm that interviews will take place on Tuesday 7 February 2012 at our offices in Lewes. **Please note that only short-listed candidates will be notified.** We will be contacting short-listed candidates for interview, shortly after the closing date. We very much regret that in view of the large number of applications we receive, we are unable to respond if you are unsuccessful. I am sure that you will understand the need to concentrate resources towards our work.

Should you be invited for interview, please remember to bring with you proof of your 'right to work in the UK', eg your passport, and original certificates of relevant essential qualifications. Please also note that this position is conditional on a successful Enhanced CRB Disclosure and satisfactory references.

I look forward to receiving your completed application, quoting the job reference as above. To ensure confidentiality, please either email it to my personal email address set out below or post it to me at Sussex House, Lewes, clearly marked "Private & Confidential". ***If you email your application please ensure that you put the "subject" of the email as "Job Application Form", as otherwise it might not get through our spam filter.***

Yours sincerely

**Georgina Nienstaedt**  
Human Resources Manager  
DDI : 01273 407339  
E-mail: [georgina.nienstaedt@ruralsussex.org.uk](mailto:georgina.nienstaedt@ruralsussex.org.uk)

Encs: