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Date: As Postmarked

Dear Applicant,

In response to your recent request, I am pleased to enclose an application form, a job description and employee specification and some supplementary information in respect of the post for which you have expressed an interest.

If you wish to pursue your interest in this position, it is essential that you complete the application form and return it to the above address by the stated closing date. Alternatively you may e-mail your application form to [abclrecruitment@abcl.org.uk](mailto:abclrecruitment@abcl.org.uk)

The Application Form has been designed so that you do NOT need to attach additional sheets. Therefore additional sheets will not be considered in respect of your application.

If you have been short-listed for interview, you will normally be contacted within one month of the closing date. However, if you are not selected for an interview you will not hear from us again. This measure has been taken in the interests of economy. I apologise for the apparent lack of courtesy, but hope you appreciate and accept the reasons for our decision.

I look forward to receiving your completed Application Form in due course.

Yours sincerely

ABCL Recruitment Team

If you would like this information in any other format including large print, audio CD/tape, Braille or translated into another language please telephone 0113 2141942 and speak to the Equality Officer