

Dear Applicant,

**Re: Housing Support & Advice Worker (Female)**

I refer to your recent request for details for the above post and enclose our information pack, which includes the following:

- Job Description
- Person Specification
- Application Form
- Information about Ashiana
- Equality and Diversity Policy

The completed application form should reach us no later than **12 Midnight on the 17<sup>th</sup> of March 2017**. Only shortlisted candidates will receive notification. If you do not hear from us within two weeks of the closing date please assume that you have been unsuccessful on this occasion.

Thank you for your interest in this post and I look forward to hearing from you.

Yours faithfully,

**Pam Saleem**  
**Housing Services Manager**