

Dear Applicant,

Re: Counsellor

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 midnight on the **16th February 2015**. Only shortlisted candidates will receive notification.
Interviews will be held on the 25th and 26th of February 2015.

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

Yours faithfully,

Shaminder Ubhi
Director