

Date as postmark

Dear Applicant

**Homelessness Prevention Paralegal**

Thank you for requesting a job application pack for the above post. The enclosed pack includes:

- Application form
- Job description
- Person specification
- Guidance sheet
- Equal opportunities statement
- Policy statement on the recruitment of ex-offenders and declaration form – please return in separate envelope marked for the attention of Sharon Challands.
- Equality and Diversity monitoring form (optional)

Please note that you should apply using the application form only as CVs will not be accepted. The closing date for completed applications is 4:30pm on Friday 3<sup>rd</sup> August 2018. Applicants who have not been short listed will be informed by e-mail if an e-mail address is provided.

Yours sincerely,

Nikki Tugby  
For Derbyshire Law Centre