

Date as postmark

Dear Applicant

**Paralegal – Employment, Debt and Immigration**

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 and Diversity statement
- Equality and Diversity monitoring form (optional)
- Policy statement on the recruitment of ex-offenders and declaration form – please return in separate envelope marked for the attention of Sharon Challands.

The closing date for completed applications is 4:30pm on **Sunday 7<sup>th</sup> July 2019**. Interviews to take place **Tuesday 16<sup>th</sup> July 2019**.

This post is suitable for a job share. If this is something you wish us to consider please state this in your supporting evidence and the number of hours you wish to work.

Applicants who have not been short listed will be informed by e-mail if an e-mail address is provided.

Please note that you should apply using the application form only as CVs will not be accepted.

Yours sincerely,

Nikki Tugby  
For Derbyshire Law Centre