

2 Mantle Lane, Coalville Leicestershire LE67 3DW
Tel: 01530 510031, Fax: 01530 833031
info@carerepair.org.uk, www.carerepair.org.uk



Date as postmark

Dear Applicant

Director

Closing date: first post Monday 18th June 07
Interviews: Wednesday 27th June 07

Thank you for your interest in response to our advertisement for the above position. The vacancy has arisen as our Director, Mo Murray, is taking early retirement after 18 years.

Our publication "Coming of Age – 21 years of an HIA" published in September 2006 explains our history and successes in some detail.

An application pack can be obtained by telephoning 01530 510031 (24 hours) or emailing info@carerepair.org.uk or by downloading from www.carerepair.org.uk.

You will find a great deal of information on our website:

- General background information
- "More about Care & Repair" leaflet for clients
- 2005/6 Annual Report (the 2006/7 Annual Report is not yet available)
- Business Plan 2005/8
- "Coming of Age: 21 years of a HIA"

and links to other relevant websites

You will also find on the website:

- Cover letter including background information
- A job description
- Person specification.
- An application form (four pages) which includes:
- an equal opportunities form.

Care and Repair (West Leicestershire) Ltd
is registered as an Industrial and Provident
Society with charitable status. No. 24755R
Mo Murray: Director/Secretary



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You are advised to read all the information carefully before completing your application and are reminded to complete it in black ink. A CV will not be considered.

If, having read the information, you have any further queries or would like an informal discussion then please do contact Mo Murray on 01530 510031.

If, due to a disability, you are unable to do this please contact Mo Murray to discuss a suitable alternative.

Unfortunately, we cannot contact everyone to let them know the outcome of their application. If you have not heard from us before the interview date shown above you must assume you have not been successful on this occasion. Good luck with your job application.

Yours sincerely,

Ruth Camamile

Ruth Camamile (Mrs)
Chair of the Personnel Subcommittee