

Notes to Applicant
Abbey Secretary/Office Assistant

The following notes are for guidance regarding the process if you wish to apply. Please also carefully read the accompanying Job Description and Explanatory Notes before applying as this may have implications for the acceptance of your application.

1. The closing date for applications to be received is **9.30am, Monday 13 February 2012**.
2. Applications must be via an application form; a CV can be provided only as a supplement.

If you wish to submit your application by email, please send to hr@seckford-foundation.org.uk As per the Explanatory Notes, you should follow up an emailed application with a signed, hard copy by the closing date.

3. Postal applications should be addressed to HR department, Marryott House, Burkitt Road, Woodbridge Suffolk, IP12 4JJ.
4. You will receive a response to your application once shortlisting has been completed.
5. If you have any questions regarding the application process please telephone 01394 615167.

We look forward to receiving your application.