



# One Place East

## Where disability matters

98-100 Ilford Lane, Ilford, Essex, IG1 2LD  
Tel: 020 8925 2435 \* info@oneplaceeast.org \* www.oneplaceeast.org

5 June 2018

Dear Applicant

### ***Project Admin Assistant – Next Steps***

Thank you for your recent enquiry in which you expressed an interest in applying for the above position.

Please find enclosed an application pack. Your completed application form should be returned to us by 5pm on Friday 15<sup>th</sup> June 2018. Please send your completed application to:

**By post** - Recruitment Admin  
One Place East  
98-100 Ilford Lane  
Ilford, Essex  
IG1 2LD

**By email** - [recruitment@oneplaceeast.org](mailto:recruitment@oneplaceeast.org)

Please note that the shortlisting of applicants will be based on how well an applicant's experience matches the person specification and requirements of the role. CVs will, therefore, **not** be accepted.

Candidates who have been successfully selected for interview will be asked to attend on Tuesday 26<sup>th</sup> June 2018. Regrettably, if you have heard nothing further from us by that date you will not have been shortlisted.

Again thank you for your interest in this post – we look forward to receiving your application in due course.

Yours sincerely

### **One Place East**

