Chief Executive
Mr Ian Archer
Hon Patrons
Ms Jo Brand, Dr Phil Clark,
Mr Richard Clifford,
Mrs Monique Heijn, Sir Derek Jacobi,
Lorraine Kelly OBE, Baroness Morris
of Yardley

The Courtyard
Herefordshire's
Centre for the Arts
Edgar Street
Hereford, HR4 9JR
Admin: 01432 346500
Box Office: 01432 340555
courtyard.org.uk

13 November 2019

Dear Applicant

CUSTOMER SALES ASSISTANT – CY10/022

Thank you for your enquiry about the above vacancy. We are delighted that you are considering this position and interested in joining a dynamic team in our vibrant arts centre. I am pleased to enclose an application pack containing the following documents:-

- Job description
- Person specification
- Application form / equality monitoring form
- 'About Working at The Courtyard'
- Equalities statement
- GDPR statement

If you decide to apply for this post, please return your fully completed application form to me at the above address, or by email to mel.langford@courtyard.org.uk. Please ensure you use the Experience section of the application form to fully describe how you feel you meet the requirements of the role. CVs or incomplete application forms will not be accepted. Completed applications must be returned by 12 noon on **22 November 2019**.

Only candidates short listed to attend interview will be contacted further. If you do not hear from us within two weeks of the closing date, you should assume that your application has been unsuccessful on this occasion. I am sorry that we are not able to give feedback to candidates who are unsuccessful at the initial application stage, but do be assured that the short list of candidates is only drawn up after very careful consideration of each candidate's application against the criteria set out in the person specification. If you are unsuccessful at this stage, I hope that you will still feel encouraged to apply for suitable future vacancies at The Courtyard, as and when they are advertised.

We are required by law to check that all potential employees comply with legislation to prevent illegal working. If you are short listed to attend an interview you will be required to bring with you either your passport or other documentation issued by the Home Office that clearly indicate your right to live and work in the UK.

The Courtyard undertakes comprehensive pre-employment checks, including obtaining employment references. You may also be required to provide the original certificates of all qualifications listed on your application form. The Courtyard will request DBS checks for eligible positions. Please note that, should you be appointed, you may not be able to commence your employment until the appropriate checks have been completed.

If you wish to receive an acknowledgement that your application has been received, please enclose a stamped addressed postcard, which we will return to you. All emailed applications will be acknowledged.

May I take this opportunity to thank you for your interest in working at The Courtyard. Further information about us can be found on our website at www.courtyard.org.uk.

Yours sincerely

Mel Langford

Mel Langford
Administrator