



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  
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**The Courtyard  
Herefordshire's  
Centre for the Arts  
Edgar Street  
Hereford, HR4 9JR**

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**[courtyard.org.uk](http://courtyard.org.uk)**

5 October 2021

Dear Applicant

### **SOUS CHEF – CYT100-021**

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
- ❖ 'About Working at The Courtyard'
- ❖ Equalities statement

If you decide to apply for this post, please send in your full CV and covering letter, explaining why you think you are the right person for the role. At a later stage in the recruitment process you will be asked to complete and return The Courtyard's applicationform.

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](http://www.courtyard.org.uk).

Yours sincerely

*Mel Langford*

Mel Langford  
**Administrator**