

**Merstham Community Hub
2a Portland Drive
Merstham
Redhill
RH1 3HY**



Merstham Community Facility Trust
bringing people together

Dear Applicant

Application for the position of Community Hub Promoter

Thank you for your interest in working at Merstham Community Facility Trust.

Please find enclosed with this letter a copy of the Job Description and Person Specification and also an Application Form for you to complete.

You are strongly advised to read the Job Description and Person Specification carefully before completing the Application Form and writing your Supporting Statement. Also, you will find it helpful and informative to look at our website in order to understand a little more about the work we do. The website can be found at www.mcft.org.uk

Your completed Application Form should be returned to us no later than 12 noon on Friday 16th November 2018. It can be returned by post, in person or by email to info@mcft.org.uk

If you have not heard from us, inviting you to an interview, by 26th November then your application will not have been successful. Unfortunately we will not be able to write individually to unsuccessful candidates but do sincerely express our thanks to all who apply, for taking an interest in our work.

The recruitment process for this post will involve two interviews, firstly with a panel of the charity trustees and then a final interview with one or more trustees and a representative of the funders of the post.

If you are successful in being appointed to the position you will be required to make an application to the Disclosure and Barring Service (DBS) for a criminal background check.

Any candidate who is successful at interview will also be required to complete a health questionnaire. Dependent on the answers to the health questionnaire a medical check may also be necessary. Any offer of employment will be subject to these checks being satisfactory.

Once again, thank you for your interest in working with us and we look forward to receiving your application form.

Yours faithfully

Chris Spragg
Chair of Trustees

**Charity No: 1121420
Company No: 05845477**

