

Ref: esg/Gardener cover letter

Date: *as postmark*

Dear Candidate,

POST OF GARDENER / HANDYPERSON (part-time)

Thank you for responding to our advertisement for this post. I have pleasure in enclosing the following information about the post and to enable you to apply:

1. Job description with the principal responsibilities of the post and a summary of the standard conditions of service.
2. Person Specification - the qualities that we see as Essential and Desirable in the post-holder.
3. Application form (*must be completed - CVs will not be accepted*)
4. Monitoring information sheet (*please complete and return with the application form*)
5. Job applicant Privacy notice (under GDPR regulations).

Please return the requested forms by the closing date of **Thursday 27 February**. It is planned to hold interviews within the following 2 weeks with the post being filled as soon as possible thereafter.

If you wish to send us your completed forms electronically, then please do the following:

1. Print the Application form and Monitoring form.
2. Fill in both the forms and sign the application form.
3. Convert both completed forms to PDFs (there may be programs online you could use).
4. Name the PDF forms '*Your name Gardener*' and '*Your name Monitoring*', where '*your name*' is your name.

It will make no difference to the assessment whether you send your forms in by post or electronically.

I look forward to receiving your completed forms. If there is any query with this matter then please do not hesitate to contact this office.

Yours faithfully,

Alistair Cant
DIRECTOR