

CROWNWAY COMMUNITY CENTRE

Crown Street, Earlestown, Newton-le-Willows
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Charitable Incorporated Organisation
Registered in England & Wales No: 1169056



13 December 2017

Job Application for Caretaker / Centre Assistant

Dear Applicant

Thank you for your enquiry about the post of Caretaker / Centre Assistant

Crownway Community Centre was officially opened in October 2005, is independent and a Charitable Incorporated Organisation (CIO). Our mission is to improve the quality of life and well-being of the local community by working in partnership with others to provide education, training, social and recreational opportunities for local groups, organisations and individuals.

Please find enclosed a copy of the Job Description, Person Specification and Application Form.

The closing date for applications is **Friday 5th January 2018** with interviews scheduled to take place on **Friday 29th January 2018**. We reserve the right to re-schedule these dates dependant on the quality of applications received.

When completing the Application Form, make sure you refer to the requirements of the role as set out in the Job Description and Person Specification; particularly in section 5. Short listing for interview rests on how well you demonstrate and meet these criteria.

Please return applications to the postal or email addresses above.

We will attempt to contact all applicants on the status of their application, however if you have not heard from us within 2 weeks of the closing date, please assume that your application was not successful on this occasion.

Yours truly,

Carol Bostock
Centre Manager

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