

Dear Applicant,

Thank you for your interest in applying for a post at 42nd Street.

Enclosed is an application pack that consists of:

1. Job description & Person specification
2. Guidance on completing the application form
3. Terms and Conditions
4. Application form
5. Equality & Diversity Monitoring Form

If any parts are missing please inform us immediately.

If you require the application form and associated information in a large print format please contact us immediately so this can be sent out to you with enough time for you to complete and return the form before the deadline. We will accept both hard copy and signed electronic applications and these should be sent to rachael.brooks@42ndstreet.org.uk by the stated deadline.

Application Submissions:

For all posts advertised: The completed hard copy or emailed Application Form and Equality & Diversity Monitoring Form must be signed and returned to 42nd Street.

Please note that equality and diversity monitoring forms are anonymous and kept separate from applications and those involved in recruitment decision-making processes. They are solely used to inform future recruitment practice, and to help us to understand how we can better reach particular communities who may be under-represented in our staff team.

Yours sincerely,



Tess Gregson
Head of Business Operations

