



01934 427426  
info@forallhlc.org  
www.forallhlc.org

Dear Applicant

Thank you for your request for an application pack for the post of RMS Signs Office/Sales Manager

Please find enclosed:

- Background information
- Vision and Values
- Job Description
- Person Specification
- Application form
- Equal Opportunities monitoring form

Please read all of the enclosed information and if you decide to apply please fill in the application form with particular regard to the person specification. We will not accept CVs.

Electronic versions are available from our website - [www.forallhlc.org](http://www.forallhlc.org)

The completed application must be returned to the above address by noon, Thursday 9<sup>th</sup> February 2012

**Shortlisted candidates will be invited to interview on Wednesday 15<sup>th</sup> February**

If you have any queries regarding the application process please do not hesitate to contact me at the above number.

Yours sincerely

Mark Graham  
Chief Exec.