



September 2017

Dear Applicant,

Please find attached the application pack for HWCP Driver / Passenger Assistant vacancy as requested. We are very proud of our community transport services and pleased you are interested in joining our friendly team.

Included in this pack you will find:

- Introduction to the Catt Community Transport
- Job description and Person specification
- Application form
- Equal Opportunities Monitoring Form

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to an interview.

All applications are considered against the criteria contained in the 'Employee Specification'. Please use the 'Further Information' box to explain how you fit the criteria.

Please ensure that both the Application Form and Equal Opportunities Monitoring Form are returned.

The closing date for applications is Midday, Monday 9th October 2017.

Interviews are planned for w/c Monday 16th October 2017. We are hopeful the successful applicant will start employment and training on Monday 30th October 2017. This is subject to satisfactory references and DBS check.

Yours faithfully,

C Chamberlin

Carrie Chamberlin
Partnership Business Manager