

5th January 2022

CVS Recruitment Covering Letter



Registered Charity No 1142744
Company Ltd by Guarantee No 7596402
Registered Office: 36-38 Market Walk,
Newton Abbot, TQ12 2RX

Staff are currently working from home

office@teigncvs.org.uk
www.teigncvs.org.uk

Dear Applicant

Recruitment to 2 posts : COMMUNITY DEVELOPMENT WORKERS

Thank you for your interest in the above positions. Please review our Application Pack which contains the following information:

- Terms and Conditions for the post
- Job Description and Person Specification
- Application Form
- Equal Opportunities Monitoring Form

Please note that we anticipate that all interviews will take place using Zoom or MS Teams.

If you have any further queries or would like to discuss the position, please contact me on 07791899158 or email chiefexec@teigncvs.org.uk.

The closing date for applications is 5pm, Thursday 3rd February 2022 and interviews will be held Tuesday 15th February 2022. Please email your completed application form to Holly at office@teigncvs.org.uk; please do not send applications by post to our office as we are currently working from home. If you have any problems emailing your form please let us know and we will make alternative arrangements.

All applicants shortlisted for interview will be informed 5pm Thursday 10th February 2022.

Yours faithfully



Susan Wroe
Chief Officer
Teignbridge CVS