





1 November 2021

Dear Applicant

# Re: Post of AMIF Volunteering Support Assistant

Thank you for your interest in the above post. I hope you were able to download the following application pack from our website.

1. Application Form

(including Equal Opportunities Monitoring Form and Declaration of Convictions Form)

1. Applicant’s Pack

(Job Description and Person Specification)

* Background information to the AMIF project

Please note that in accordance with equal opportunities good practice, we will **not** accept CVs. Any CV attached to the application will be removed prior to shortlisting. All sections of the Application Form must be completed.

Completed application forms should ideally be returned by email to b.virk@vacoventry.org.uk

The closing date for applications is 10am Monday 22 November 2021**.** To ensure your application form is received on time, please email or post well in advance of the closing date.

**Interviews will take place on Tuesday 30 November 2021.**

Please note if you have not heard from Voluntary Action Coventry within two weeks after the closing date, please assume your application has been unsuccessful.

We very much look forward to receiving your application.

Yours sincerely

Bali Virk

Office & Personnel Manager

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