

July 2015

Dear Applicant

RE: Early Years Practitioner

Please find enclosed information relating to the above post. This includes:-

An Application Form
A Job Description
A Personnel Specification
A Job Selection Form

The completed application form should be returned to the above address by 12 noon on Friday 14 August 2015. It should be clearly marked for the attention of Recruitment Department – private and confidential. A signed hard copy of the application will only be accepted. For hand delivery information please visit our website, stated at the top of this letter for Centre opening times as there are no post boxes at the Children's Centres. Please note that late applications will not be accepted and we do not accept CV's only fully completed application forms. If you would like more information about the vacancy at Elland Children's Centre please contact Louise Thomas on 01422 266197. If you would like more information about the vacancy at Creations Community Children's Centre please contact Marie Briggs on 01422 434006.

If you decide to apply please consider carefully the personnel specification as this itemises the skills and experiences we are looking for in applicants and your application will be assessed according to how well you match the criteria. This is particularly relevant in answering question 1 of the application form in which you are asked to state your experience and suitability for the post. We expect a hand written application form, however we will accept a typed attachment for Question 1 and Question 6.

Please note that we will only be contacting by telephone or letter candidates who are short listed for interview. If you have not received any correspondence by 14 September 2015 please assume that you have been unsuccessful on this occasion. To comply with the Immigration, Asylum and Nationality Act 2006 and the Early Years Foundation Stage Framework, you must provide proof of your identity if you are successful at gaining an interview, this is to enable us to check you entitlement to work in this country. This could be in the form of a Birth Certificate or Passport.

North Halifax Partnership Ltd is an equal opportunities employer. Due to the nature of this post you will be required to undertake a Disclosure and barring Service check (DBS). For more information about Sure Start North and East Halifax please visit our website; www.nehalifaxchildrenscentres.org.uk where you will find further information regarding the work we undertake and useful documents such as our Business Plan.

Thank you for your interest.

Yours Sincerely

Julie Jones
Administration Assistant