

Room 11 Diamond House, Vulcan Road North,
Norwich, Norfolk NR6 6AQ

Tel: 01603 672333

Email: info@momentumnorfolk.org.uk

Twitter: @momentumnorfolk & @trainingnorfolk

www.momentumnorfolk.org.uk

August 2017

Dear Sir / Madam

Re: Vacancy for DBS Administrator

Thank you for your interest in the above post. This new post for Momentum (Norfolk) is important in helping us to achieve our mission to lead quality services which are safe, accessible and inclusive for young people.

Please complete and return the application form and Equal Opportunities Monitoring Form. Return of the Equal Opportunities Monitoring Form is optional; by completing this form you are helping us to monitor our recruitment practices. It will not be attached to your application or shown to the shortlisting panel. Our Equal Opportunities Statement is included within the application pack.

When completing the application form please pay particular attention to your supporting statement. You should use this to tell us how you meet the person specification and give examples from your previous employment and relevant experiences.

This post is subject to an enhanced DBS disclosure. Momentum follows the DBS Code of Practice, which can be found on our website under "Disclosure and Barring Service along our policy on the recruitment of ex-offenders. Applicants who do not have a clear disclosure may be prohibited from becoming a countersignatory with the DBS.

Applications should be returned to me either by post or email (as above) by 4pm **Friday 18th August**. Please mark your envelope "Confidential" or put this in the subject line of your email. Interviews will take place on **Wednesday 30th August** - if your application is successful we will notify you the week before. We are only able to interview on this date.

I look forward to receiving your application.

Yours faithfully



Cindee Crehan
Chief Executive