

DANCEEAST

September 2017

Dear Candidate

Post of Assistant Customer Services Manager

Thank you for expressing an interest in the post of Assistant Customer Services Manager. I am pleased to enclose the following:


- Candidate Briefing
- Application Form
- Equal Opportunities Monitoring Form

To apply, the Application Form and Equal Opportunities Monitoring Form should ideally be completed electronically and emailed to HR@danceeast.co.uk or sent by post to Bill Armitage, Head of Operations & resources, Jerwood DanceHouse, Foundry Lane, Ipswich IP4 1DW, marked "Private & Confidential"

Please note that CVs will only be considered when attached to a fully completed Application Form.

The deadline for receipt of applications is 9am on Monday 25th September. Applications received after this time will not be considered. Successful applicants will be invited to interview at the Jerwood DanceHouse, Ipswich on Wednesday 27th September, and candidates should be available on this date.

Yours sincerely



Bill Armitage
Head of Operations & Resources

Jerwood DanceHouse, Foundry Lane, Ipswich, Suffolk, IP4 1DW
T +44 (0) 1473 295230
F +44 (0) 1473 295231
E info@danceeast.co.uk
www.danceeast.co.uk
Registered company no. 03463592.
Registered charity no. 01066825.

**JERWOOD
DANCEHOUSE
IPSWICH**