

DANCEEAST

May 2017

Dear Candidate

Front of House Assistant

Thank you for expressing an interest in the post of Front of House Assistant. I am pleased to enclose the following:

- Job Pack
- 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, General Manager, 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, Monday 22nd May. Applications received after this time will not be considered. Successful applicants will be invited to interview at the Jerwood DanceHouse, Ipswich on Wednesday 24th May, and candidates should be available on this date.

Yours sincerely

Bill Armitage

Bill Armitage
General Manager

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**JERWOOD
DANCEHOUSE
IPSWICH**