



North Halifax
Partnership

North Halifax Partnership Ltd, Kevin Pearce Family Hub, Ovenden Road, Halifax,
HX3 5RQ

Dear Applicant,

Thank you for your interest in our current vacancies, there are 2 ways for you to apply for a post and these are:

1. Download the application form and once completed electronically email to us at recruitment@nhpltd.org.uk
2. By printing off the application form, completing by hand and posting to the above address. It should be clearly marked for the attention of Recruitment Department – private and confidential. If you want to hand deliver the application form, please visit the website for hub opening times as there are no post boxes at the Family Hub's.

Please note that late applications will not be accepted, and **we do not accept CVs**, only fully completed application forms.

You will also find the Job Description and Personnel Specification on our website for your information.

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.

Please note that we will only be contacting candidates who are short listed for interview, this could be by phone, email or letter. If you have not received any correspondence within 28 days 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; <https://northhalifaxpartnership.org/work-with-us/> where you will find further information regarding the work we undertake and useful documents such as our Business Plan.

Yours sincerely

Julie Jones
Administration Assistant