



If you need help call XXXX on 0116 252 XXXX

Date:



**Private and Confidential**

Address

Address

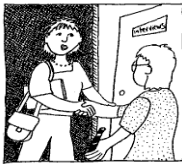
Address

Address



Dear

**POST TITLE:** Employment Assisted Outing Assistant  
**POST NO:** SA113/1443

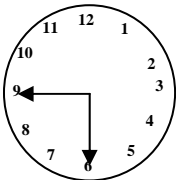


Following your application for the above post I am pleased to invite you for an interview. The People who will interview you and interview details are as follows: -

**March 2007**

**Date:** 13<sup>th</sup> March 2007

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



**Time:** 9.30am



**Location:** Hastings Road Day Centre



**The People who will interview you:**  
Sam Holliday and John Singh

**When you arrive please ask for:** Sam Holliday



You should bring with you to the interview proof of any qualifications that are needed for the job. You will find this information on the Person Specification.



After the interview we will write and let you know the outcome of the interview.



If you want to ask anything about the post or interview, please contact me on the above number.

Yours sincerely

**HR Team Assistant**