

July 2016

Ref: JW  
Direct: 01786 892 000

Dear Applicant

**Chief Executive**

Further to your recent enquiry regarding the above post, please find enclosed the following documentation to assist you with your application:

- Recruitment Advert
- Job Description and Person Specification
- Organisational Chart
- Notes on Conditions of Service
- Application Form
- Equality of Opportunity Form
- Strategic Plan 2015–18.

Please note that the closing date for applications is Tuesday 16 August 2016. Interviews will be held over August and September 2016.

I look forward to receiving your application in due course and thank you for your interest in College Development Network.

Yours sincerely



Jon Watson  
HR Manager