

February 2019

Dear Applicant

## Part Time Cleaner

Thank you for expressing an interest in the above vacancy.

Would you please return your completed signed application form by the closing date, 9am on Tuesday 12<sup>th</sup> February 2019 to:

Mrs S Jerrett  
HR Administrator  
Tavistock College  
Crowndale Road  
Tavistock  
PL19 8DD

We will accept your application form by e-mail to [recruitment@tavistockcollege.org](mailto:recruitment@tavistockcollege.org) however, we will require the signed document to be sent to us by post. Please ensure you place the correct postage on your application. *(As a guide, at the time of writing, a large letter (A4) up to 100g will cost 96p first/75p second class; 101g - 250g will cost £1.27 first/£1.20 second class).* If you would like confirmation of receipt of your application please enclose an SAE.

If you have not heard from us within two weeks of the closing date please assume that on this occasion your application has been unsuccessful.

Yours faithfully



Sarah Jones  
Principal

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**Together; we care, we challenge, we excel**