

Date as postmark

Dear Applicant

**Project Officer – Migration Policy & Practice**

Thank you for your enquiry about the above post, please find enclosed:

- Job description
- Application form and equal opportunities monitoring form. (The application form must usually be used. However, if you have a disability which prevents you from being able to use it please contact us to arrange an alternative method of application)

More information about the Settlement can be found at – [www.birminghamsettlement.org.uk](http://www.birminghamsettlement.org.uk)

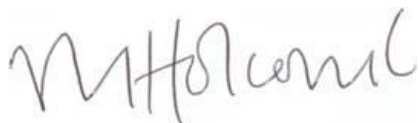
Please return your application and equal opportunities forms to the HR team (Faxes and CV's will not be accepted) at the address above or by email to [recruitment@bsettlement.org.uk](mailto:recruitment@bsettlement.org.uk)

The closing date for completed application forms is **12 noon on Monday 30<sup>th</sup> November 2020**. Application forms, which arrive after this time, will not be put forward to the selection panel.

Interviews will be held the week commencing 7<sup>th</sup> December 2020.

We do appreciate the time and effort candidates spend in completing their applications but as a registered charity with scarce resources we will reply only to those candidates whom we shortlist. Therefore, if you have not heard from us within four weeks of the closing date I regret your application has been unsuccessful.

Yours faithfully



Martin Holcombe  
Chief Executive