



Moor Allerton Elderly Care

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web: www.maecare.org.uk

September 2018

Dear Applicant

Re Administration Officer – Reference MA 102

Please find enclosed an application form, job description and person specification, and equal opportunities recruitment monitoring form for the above position. If you wish to apply, please complete the form as fully as possible and send it with a covering letter in an envelope marked '**confidential**' and addressed to the **Manager**. The closing date for receipt of applications is Monday 8th October at 10am and the interviews will be held on Tuesday 16th October.

Application forms can be returned by e mail, however we must receive a hard copy of your application form with your signature on it before the closing date.

All candidates will be contacted in due course, whether or not they are called for interview.

Further information about MAECare can be found on our website at www.maecare.org.uk.

Thank you for your interest in the work of our organisation.

Yours sincerely

Julia Edmunds

Manager

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