



**HUNTINGDON ROAD
CAMBRIDGE
CB3 0JG**

**Tel: 01223 338999
Fax: 01223 338896**

(Date as Postmarked)

Our Ref: 157

Dear Applicant,

APPOINTMENT OF DEVELOPMENT DIRECTOR

Thank you for your response to the advertisement for the above appointment.

Please find enclosed an information pack including job description, personal specification and application form.

Please send your completed application to:-

**The Personnel Officer
Girton College
Huntingdon Road
Cambridge
CB3 0JG**

to arrive no later than **noon on Friday 10 February 2012.**

Please also find enclosed an equal opportunities monitoring form. Although it would be appreciated if this could be completed so that we can monitor our recruitment processes, the form is voluntary and any section of it may be left blank. If you complete the form please return it with your application. With the possible exception of information regarding a disability, the equal opportunities information you provide will not be shown to the selection panel.

Unfortunately it is not possible to acknowledge receipt of applications. Should you wish to check receipt of your application then please email personnel@girton.cam.ac.uk or telephone Claire Belcham on 01223 339891. You might find it helpful to know that it is intended to hold interviews for shortlisted candidates on 29 February 2012.

Please note: The College has a responsibility to ensure that all employees are eligible to live and work in the UK. If you are successful in your application then any offer of appointment cannot be confirmed until pre-employment checks have been satisfactorily completed. This will include a working status check, for which you will be asked to provide appropriate documentation.

Thank you, once again, for your interest in employment with Girton College and I hope to hear from you.

Yours faithfully

**Gill Starling
Personnel Officer**