



June 2010

Dear Applicant

Post of Deputy Director

Thank you for your enquiry regarding the above post. Please find enclosed:

1. An information pack on FN!
2. Job Description and Person Specification
3. Application Form
4. Equal Opportunities Monitoring Form
5. Criminal Disclosure Form.

If you wish to apply for this post, please complete the Application, Equal Opportunities and Criminal Disclosure Forms and return them by post to:

The Director, Furniture Now!, Units 1 & 2 Phoenix Works, Lewes BN7 2PE

Please do not attach a C.V. to your application: this will not be considered. **Please ensure that you complete all sections of the Application Form as fully as possible.** Please address the criteria in the *Person Specification* in doing this. We need this information when considering who to ask to interview, and incomplete forms (e.g. dates of previous jobs, details of qualifications etc.) may mean that your application will be unsuccessful.

Note that the **closing date for receipt of completed applications is 5 pm on Tuesday 29th June 2010 and the interviews will be organised as soon as we have short-listed.**

I am afraid we may not be able to reply to all applicants. This should not preclude you from applying again in the future.

Please be aware that we are sending out recruitment materials electronically but will only accept hard copy returns.

Yours faithfully,

A handwritten signature in black ink that reads "Rik Child". The signature is written in a cursive, slightly slanted style.

Rik Child
Director