



# HAILEYBURY

23 January 2012

**Miss Sarah Hopkins**

Human Resources Assistant/Officer

Tel: 01992 706 379

Fax: 01992 467 603

Email: [s.hopkins@haileybury.com](mailto:s.hopkins@haileybury.com)

Hertford, SG13 7NU

Tel: 01992 706 200

Fax: 01992 470 663

[www.haileybury.com](http://www.haileybury.com)

*Registered Charity Number 310013*

Thank you for your interest in the position of Transport Department Co-ordinator, 20 hours per week, 40 weeks per year at Haileybury. I have enclosed a Job Description, Person Specification and an application form, for your review.

Should you wish to apply for the above position then, referring to the Job Description and Person Specification, please complete the enclosed application form clearly identifying which position you wish to apply for and return it along with a covering letter to: Miss Sarah Hopkins, Human Resources Assistant/Officer, Haileybury, Hertford, Hertfordshire, SG13 7NU. Please be aware that your application form should include your full employment history and that any previous employer may be approached by the College. The closing date for applications is Monday 13 February 2012.

Applicants should be aware that we cannot consider an application unless the standard application form has been filled in completely. Incomplete application forms may be returned.

In addition, please also be aware that all positions at Haileybury are subject to a Criminal Records Bureau check and that any employment offer will be subject to the successful completion of that process - Please find enclosed our policy statement on the recruitment of ex-offenders.

Should you have any further questions, or wish to have an informal chat regarding this role, then please do not hesitate to contact Mrs Corinne Eves on 01992 706354.

We look forward to hearing from you in the near future.

Yours sincerely

**Miss Sarah Hopkins**  
**Human Resources Assistant/Officer**