



Assisting Care Workers To Care

Dear Applicant

Thank you for your interest in the post of **Compliance Officer**. Please find enclosed in this pack:

- Application Form
- Job Description recruit
- Person Specification

When completing the application form or your covering letter, please pay particular attention to the Person Specification and ensure you show how your skills and experience meet the requirements for the post. Providing examples that show your ability to meet required tasks stated within the Job Description. These examples can be from, paid or voluntary work or personal experiences.

Application forms should be sent via email, by post or by hand to:

- [enquiries@dianthasltd.co.uk](mailto:enquiries@dianthasltd.co.uk) or;
- Leasowe Community Centre, Twickenham Drive, Leasowe, CH46 1PF

If you require further information about the application process please contact Mandy Connick by e-mail to [mandy.connick@dianthasltd.co.uk](mailto:mandy.connick@dianthasltd.co.uk)

- The closing date for this post is: 5pm on Thursday 28 September 2012
- Interviews will take place on: Monday 1<sup>st</sup> October 2012
- Proposed start date: Monday 8<sup>th</sup> October 2012

Good luck with your application and we look forward to receiving your application.

Yours sincerely

Mandy Connick  
Development Manager