



August 2018

Dear Applicant

**SALES EXECUTIVE**

**Full time - 35 hours p/w**

**£25,900 per annum**

Thank you for your interest in the above post with Your Payroll. Please find enclosed information and documents as follows:

- Job Advert
- Information about the company
- Guidance notes on completing your application form
- Statement of Diversity
- Policy on recruitment of ex-offenders
- Eligibility to work in the UK
- Job Description and Person Specification
- Application form and Monitoring form
- Data Protection Act 2018 consent to process data form

Please complete the application form in full paying attention to the guidance notes. You must sign the data protection act 2018 consent to process data form also. Return the application form, monitoring form and data processing consent form to the address below or by email to [recruitment@kdc.org.uk](mailto:recruitment@kdc.org.uk)

**Please note the closing date for applications is Monday 24 September 2018. Interviews will be held on Tuesday 2 October 2018.**

Yours sincerely

A handwritten signature in cursive script that reads 'Joyce Greaves'.

**Joyce Greaves**  
**CEO**

**Encs**