



May 2016

Part Time Bookkeeper

Dear Applicant

Thank you for your interest in the role of part time Bookkeeper. Please find enclosed an information pack, which includes:

- Introduction to KDC
- job description and person specification
- Statement of Equal Opportunities
- Statement of Diversity
- Eligibility to work in the UK
- An application form
- An equal opportunities monitoring form

Please complete the application form in full, setting out how you meet each of the essential requirements of the post. Return this, together with the completed monitoring form, to KDC, to be received no later than the closing date of Monday 6 June 2016.

Interviews will take place during **week-commencing 13 June 2016** at KDC, 263a Tarbock Road, Huyton, L36 0SD.

Yours sincerely

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

Joyce Greaves
CEO/Manager