

May 2010

Dear applicant,

Thank you for your interest in the post of Out of Bounds Project Manager at Gorgie City Farm.

Please find enclosed :-

- Application form
- Job description
- Personal Specification
- Background information to the Project
- Disclosure of criminal background form
- Equal Opportunities form

Can I take this opportunity to remind you that the **closing date for all application forms is Friday 28<sup>th</sup> May 2010**. Interviews will be held on **Monday 14<sup>th</sup> June 2010**. If you would like to receive acknowledgment of your returned application form, please enclose a S.A.E.

Unfortunately, due to administration costs, only those candidates who have been selected for interview will be informed. If you do not hear from us by Friday 4<sup>th</sup> June please assume that you have been unsuccessful on this occasion.

Could you please return the criminal background disclosure form, **in a separate sealed envelope**, with your application. Only those envelopes of short-listed candidates will be opened. Due to the nature of the post the successful candidate will also be subject to an enhanced check with Disclosure Scotland.

Please note that if you are selected for interview you will need to bring your driving license and evidence of your qualifications etc. with you. These will be photocopied and returned to you on your date of interview.

We look forward to receiving your application form.

Yours sincerely

Jo Pritchard  
Out of Bounds Project Manager