July / August 2021

Dear Applicant,

Thank you for your interest in the full-time (37 hours per week) **Healthwatch Officer** post with **Healthwatch East Berkshire / Help & Care.**

Please find enclosed an application form, equal opportunities monitoring form, job advert, job description and person specification.

Please refer to the job description and person specification when writing your supporting statement, outlining your skills, knowledge and experience that are relevant to this role.

**The closing date for Application Form to be received is by 12 noon on 5 August 2021.**

**Interviews will be held on 12 August 2021 via Microsoft Teams or Zoom – details to be confirmed.**

**Application forms** should be emailed to hrsupport@helpandcare.org.uk. Please note that CVs will not be accepted.

In order to keep our costs down, please assume that if you have not heard from us within seven working days of the closing date, that on this occasion your application has been unsuccessful.

I look forward to receiving your completed application form in due course.

Yours faithfully

***Justyna Kubczak***

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**Human Resources Officer**