



**Embrace - Supporting Young Parents**

217 Silver Road  
Norwich  
NR3 4TL

Tel: (01603) 301101

23 March 2009

Dear Sir/Madam

**Re: Casework Supervisor (Norwich) – 16 hours**

Thank you for your interest in the above job. Please find enclosed an application pack. You are welcome to attend our open session between 12noon and 2pm on Friday 3<sup>rd</sup> April when you can meet the team and find out more about what we do. Alternatively you can contact me on the above number for an informal discussion about the post.

Your completed application form should be returned to me at the above address by post or by email to [cindee.crehan@embrace-supportingyoungparents.org.uk](mailto:cindee.crehan@embrace-supportingyoungparents.org.uk) by 5pm Wednesday 8<sup>th</sup> April. Please write %Job Application+ in the top left-hand corner of the envelope or in the subject line of your email. We are unable to acknowledge receipt of applications sent by post unless you enclose a stamped addressed envelope.

The statement in support of your application (on the last page of the application form) should show how you meet the person specification and give examples from your previous experience to support this. Your application will be rejected if this is not completed.

Interviews will be held on Wednesday 22<sup>nd</sup> April. If you have not been invited for interview by Wednesday 15<sup>th</sup> April please assume that your application has been unsuccessful .

Thank you again for your interest in our work . I look forward to receiving your application.

Yours faithfully

Cindee Crehan  
Project Manager