



Dear Applicant,

Re: Recovery Coach (Substance/Alcohol Misuse)

Thank you for your enquiry regarding the above post.

You will find relevant documentation on our website which makes up an application pack which may contain the following:

- Equal Opportunity Form
- Criminal Conviction Form
- Disabled People At Work Form
- Application Form
- Role Profile
- Job Description

Your completed application form should be returned to me before **12 noon on 16th August 2019**. Applications received after this date will not be considered. Interviews will be arranged for week commencing 26th August 2019.

Unfortunately, we are unable to write to unsuccessful candidates. If you have not heard from us within two weeks of the closing date, please assume that you have not been successful on this occasion.

Please return your completed application form, preferably by email to admin@thebasementproject.org.uk or by post. We are looking to fill two Recovery Coach positions, one to work in Calderdale and one in Kirklees. Please ensure you make it clear which location you are applying for. We will also consider a trainee position for both locations too so again, make it clear if this would be more suitable for you.

Michelle Foster
The Basement Recovery Project
Basement House
10 Carlton Street
Halifax
HX1 2AL

Thank you for your interest in The Basement Recovery Project, we look forward to receiving your application.

Yours faithfully

Michelle Foster
CEO