

# The Basement Project

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

01422 383063

[admin@thebasementproject.org.uk](mailto:admin@thebasementproject.org.uk)  
[www.thebasementproject.org.uk](http://www.thebasementproject.org.uk)

Dear Applicant,

**Re: Peripatetic Administrator**

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 by 12 noon on **Friday 22<sup>nd</sup> November 2013**. Applications received after this date will not be considered.

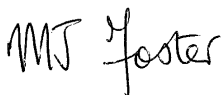
Unfortunately, we are unable to write to unsuccessful candidates. If you have not heard from us within two weeks of the closing date, please assume that you have not been successful on this occasion.

Please return your completed application form, preferably by email to [admin@thebasementproject.org.uk](mailto:admin@thebasementproject.org.uk) or by post:

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 (Project Manager)