

31<sup>st</sup> January 2017

Dear Applicant,

Thank you for your interest in **ADM1701: ADMINISTRATIVE ASSISTANT (G2-3)** position at the Organic Research Centre, Elm Farm. I enclose for your consideration:

- An application form
- A job description, role requirements and personal specification
- Additional information about the Organic Research Centre.

Please read the job description, role requirements and personal specification carefully before completing the application form. We particularly wish to know (a) **why you are interested in this post**, (b) **how your skills and experience meet the job description, role requirement and personal specification** and (c) **what you believe you can contribute**. Once you have completed the form please return to our office in Berkshire (e-mail to [recruitment@organicresearchcentre.com](mailto:recruitment@organicresearchcentre.com)) by **09:00am Wednesday 1<sup>st</sup> March 2017** with any additional supporting documentation i.e. Curriculum Vitae (CV), publication list etc. However, please be aware we will only accept applications on the company application form and standalone CV applications will not be considered. Applications after the closing deadline may not be considered.

Interviews are due to be held at the Organic Research Centre, Elm Farm, Berkshire RG20 0HR on **Friday 10<sup>th</sup> March 2017**. The selection process will consist of an interview of about an hour, at which we may ask you to undertake a short test of relevant skills followed by a question and answer session with a few of our team. Further details of this will be provided to candidates invited for interview. A decision is normally made following the first round of interviews, but second interviews may occasionally be required.

If, due to disability, you require adjustments to be made during the selection process, please indicate this in the appropriate place on the application form. If necessary, we may contact you to obtain further information about such adjustments.

If you have further queries please do not hesitate to contact me ([recruitment@organicresearchcentre.com](mailto:recruitment@organicresearchcentre.com)) so that I can assist you further. For further information about the Organic Research Centre please see our website, [www.organicresearchcentre.com](http://www.organicresearchcentre.com), and the document in the pack.

Yours sincerely



**Bruce Pearce, Deputy Director**