

6 May 2005

Dear Applicant

Re Project Manager – Citizenship Manifestos

Thank you for your interest in the above vacancy. Please find enclosed a job description, including a personal specification, and information relating to the work of the Citizenship Foundation. To follow are a few notes that will help you with your application.

- application is by CV and a covering letter, by post, email or fax, sent to me at the address below
- the covering letter must outline your suitability for the post in relation to each aspect of the person specification
- your application must include the names, contact addresses and telephone numbers of two referees, one of which should be your current or most recent employer
- please confirm in your application that you are able to fulfil the start date of September 2005
- the closing date for applications is 5pm Friday 20 May 2005
- shortlisted candidates will be contacted by 5.00pm Tuesday 24 May 2005
- interviews will be held on Friday 27 May 2005
- shortlisted candidates will be required to give a 4 - 5 minute presentation on "Issues in whole-school citizenship".
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Thank you for your interest in the Citizenship Foundation. We look forward to receiving your application.

Yours sincerely



Fiona Hogarth
Operational Director
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Citizenship Foundation

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