



**LUTON IRISH FORUM** Kathleen Connolly House, 102 Hitchin Rd, Luton LU2 0ES  
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 [Luton-Irish-Forum](https://www.facebook.com/Luton-Irish-Forum) |  [@IrishinLuton](https://twitter.com/IrishinLuton)

15<sup>th</sup> May 2017

Dear Candidate

Thank you for expressing an interest in the Operations Manager position at Luton Irish Forum.

Please find enclosed the following documents:

- Job Description
- Application Form
- Equalities Monitoring Form
- Advice on Completing the Application Form

You can find further information on our services and activities by going to our website [www.lutonirishforum.org](http://www.lutonirishforum.org).

If you feel you meet the requirements of the post, we welcome an application from you. When filing in the application form, please pay particular attention to the Advice on Completing the Application Form. **Please do not send any additional material or your CV, as this will not be considered in assessing your application.**

Please return the application and equalities monitoring form, by hardcopy if possible to reach Luton Irish Forum, 102 Hitchin Road, Luton LU2 0ES or email [info@lutonirishforum.org](mailto:info@lutonirishforum.org) by **Friday, 2<sup>nd</sup> June 2017**.

Soon after the closing date, contact will be made with applicants who have been selected for interview, to be held on **Friday, 9<sup>th</sup> June 2017**. As part of the interview process, you will be asked to complete a written exercise.

If you do not hear by then, you should assume you have been unsuccessful on this occasion.

If you were not selected for interview, we would like to thank you for the interest shown in this vacancy and hope you will not be discouraged from submitting further applications in the future.

Yours sincerely

Noelette Hanley  
Chief Officer

| Promoting our Culture and Heritage | | Improving Wellbeing for All |



AN ROINN GNÓTHAÍ EACHTRACHA AGUS TRÁDÁLA NA hÉIREANN  
DEPARTMENT OF FOREIGN AFFAIRS AND TRADE OF IRELAND

