

Project Officer Application Instructions

Dear Applicant

Thank you for your interest in the post of Project Officer at Newham Monitoring Project.

To apply you require the following forms:

- Project Officer Job Description
- Application form
- Equal Opportunities Statement & Monitoring Form

Applicants are asked to return a hardcopy of the application form by the date below. Please do not return your application by email – it will not be accepted.

The closing date for completed applications is **4pm Tuesday 21st October 2008** and should be returned to:

Estelle du Boulay,
Newham Monitoring Project,
The Harold Road Centre,
170 Harold Road, London,
E13 0SE

Envelopes should be marked 'Private and Confidential'.

Please note that due to limited resources, we will only be able to contact candidates that have been short-listed. If you have been shortlisted we hope to notify you between 22nd – 23rd October 2008. We expect to conduct interviews on Friday 24th October 2008.

Once again, thank you for your interest in the post and the work of Newham Monitoring Project.