



Dear Enquirer

Thank you for your interest in the Technician (Maternity Cover) vacancy. I have pleasure in enclosing an application pack, which includes:

- Advert
- Recruitment Pack – including Job Description, Person Specification & Terms and Conditions
- Application Form
- Equal Opportunities Monitoring Form

Please send your completed application, together with the completed equal opportunities monitoring form, to Yvonne Cox, HR Manager, at the Royal Exchange Theatre, St. Ann's Square, Manchester, M2 7DH, or by e-mail to recruitment@royalexchange.co.uk.

The closing date and time for applications is **10am Monday 24 June 2019**. Interviews will take place week commencing **1 July 2019**. The exact date will be confirmed at a later stage.

We will contact you if you are successful and invite you to interview. Please note due to the volume of applications we are unable to confirm receipt of your application or provide feedback if you have not been shortlisted to interview stage.

The RET holds application forms and interview notes for unsuccessful candidates for 6 months, which will be stored in a secure manner. After the 6-month period, all data will be securely destroyed.

Thank you for your interest in the Royal Exchange Theatre.

Yours sincerely

A handwritten signature in black ink, appearing to read "Yvonne Cox".

Yvonne Cox
HR Manager