



First Floor, 4 Park Court
Park Cross Street
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www.i-m-a.org.uk

August 2019

Dear Applicant

Thank you for your interest in our advertised vacancy for the post of IMA Freelance Trainer.

To apply for the role, please complete the attached application form as fully as possible, preferably electronically. CVs will not be accepted. Every completed application will be reviewed by our selection panel, who will score it against the person specification for the role. **It is therefore essential that you provide specific examples demonstrating how you meet the requirements of the post, preferably numbering your evidence in accordance with the relevant person specification points.**

At the back of the application form you will find a monitoring form. This monitoring form will be detached from your application prior to short listing, and any information you provide will only be used to analyse applicant profiles and in reviewing our advertising strategy.

Please ensure your completed application is returned to us, preferably by email, no later than 5pm on Tuesday 17th September 2019. Any applications received after this date will not be considered. Short listing will take place on Wednesday 18th September 2019 and successful candidates will then be invited to attend an interview. We regret that we are unable to notify unsuccessful applicants.

Please send your completed application either by email to heather.pollard@i-m-a.org.uk or to me by post at the above address.

Yours faithfully

Heather Pollard

Heather Pollard
Operations Manager