

Edmund House  
9 Church Lane  
Fulbourn  
Cambridge  
CB21 5EP

T: 01223 883130  
F: 01223 883154

21 January 2010

Dear Candidate

**RE: APPLICATION FOR EMPLOYMENT**

Thank you for your interest in Cambridgeshire Mencap.

Please find enclosed an information pack for the position of Support Worker.

You should note that it is our practice to take up references in advance of interview. If you feel unable to allow this, please indicate this on the application form.

The nature of the work for which you are applying is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) order 1975. It is therefore essential that, in making your application, you disclose whether you have been convicted of a criminal offence. Failure to disclose any criminal offences could lead either to your application being rejected, or if you are appointed, to dismissal if it is subsequently learnt that you have had any criminal offences.

The disclosure of a criminal record or other information will not necessarily debar an applicant unless it is decided that the conviction renders an applicant unsuitable. Any information given will be completely confidential and will be considered only in relation to the post applied for. Cambridgeshire Mencap is committed to the principles of equality of opportunities within the workplace and as such, will consider all suitable candidates irrespective of their gender, race, ethnic origin or disability.

You can find out more about the services Cambridgeshire Mencap offer via our website: [www.cambridgeshiremencap.co.uk](http://www.cambridgeshiremencap.co.uk). If you require any further information please do not hesitate to contact me. I look forward to receiving your application. You will be informed, in due course, of the outcome of your application.

Yours sincerely

Jenny Southgate  
HR Assistant