

ARCHDIOCESE



OF LIVERPOOL

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DEPARTMENT OF  
FINANCE AND  
DEVELOPMENT

Tel: (0151) 522 1020  
Fax: (0151) 522 1021

Email: [g.sener@rcaol.co.uk](mailto:g.sener@rcaol.co.uk)

Dear Applicant

**Re: Chaplaincy Assistant Vacancy**

Thank you for the interest you have shown in the above role. All of the documents you require to apply for this post are available for download and printing from the job pages of this website.

This **information pack** provides you with the following documents:

- Cover letter (this document)
- Advert
- Job Description and Person Specification

**Please read the above information documents carefully before proceeding with your application.**

Please note that this post is subject to an enhanced disclosure by the Disclosure and Barring Service.

Once you had read the details of this role, should you wish to submit an application please click on the **application pack** link which will provide you with all of the documents you are required enable you to complete this part of the application process.

- Employment Application Form
- Recruitment of ex-offenders
- Monitoring Form (voluntary)
- Equal Opportunities Policy

Please provide a cover letter in support of your application outlining the reason for applying for the Chaplaincy Assistant role. Your completed application form must be submitted in hard copy format (electronic copies and curriculum vita will not be accepted).

**Please note:** The name and contact details for one of your referees must be your parish priest, college/university chaplain or someone who has known you for at least 12 months and be able to comment on your faith journey.

Please note that the information you provide as part of your application for this role will be used only for the purpose of recruitment and selection and will be held in accordance with the Data Protection Act 1998.

Your completed application form should be returned to the above address for the attention of Human Resources. We look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G Sener'.

Gillian Sener  
Human Resources