



August 2026

Dear Applicant

RE: Application Pack: Casual / Sessional Workers

Thank you for your interest in the above vacancy at Diversity Matters North West Ltd (DMNW). Please find enclosed application pack containing:

- Information for candidates
- Job Description & Person Specification
- Equal Opportunities Form
- Criminal Records and Recruitment of Ex-Offenders Policy
- Job application processing consent form
- DBS Agreement (if applicable for role)

Applications should be returned with the following accompanying documents

- Cover Letter detailing how you meet the job description and person specification.
- Latest CV including your contact details
- Job application processing consent form
- DBS agreement (if applicable for role)
- Equal Opportunities Monitoring form (Anonymised & Optional)

All complete applications must be marked 'private and confidential' and marked for the attention of Rehana Begum, CEO & Company Secretary, at the address below or via email to: hr@diversitymattersnw.org.uk

There is no closing date, interviews are held on a rolling basis as we receive applications so please apply now. Interviews will be arranged at a mutually convenient time.

If you are shortlisted for an interview, we will contact you by telephone to arrange this.

Best wishes with your application.

Yours faithfully

A handwritten signature in black ink, appearing to read "Rehana", is placed over a light grey rectangular background.

Rehana Begum
CEO & Company Secretary