

Upper Norwood Joint Library

Westow Hill, London SE19 1TJ

Email: info@uppernorwoodlibrary.org

www.uppernorwoodlibrary.org

Tel: 020 8670 2551

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Dear Applicant

Saturday Assistant – Upper Norwood Joint Library

Please find enclosed an Application Pack for the post of Saturday Library Assistant at the Upper Norwood Joint Library.

The pack contains the following items:

- Introductory letter from the Chief Librarian
- Terms and Conditions of Employment
- Guidance notes for completing your application
- Job Description and Person Specification
- Application form
- Equal Opportunities Policy Statement & monitoring form
- Background information on the Upper Norwood Joint Library

If you are interested in applying for this post, please complete all sections of the application form, and return it either by post or in person to the following address, to reach us no later than Friday 11th June 2010.

The Assistant Librarian (Support and Resources),
The Upper Norwood Joint Library,
39-41 Westow Hill,
London SE19 1TJ.

Successful candidates will be contacted by telephone and in writing with details of the interview process. Interviews and testing are likely to take place either during the week commencing 21st June or 28th June 2010, at the above address. The tests will be on alphabetical and Dewey numerical filing sequences.

We regret that due to increasing administrative costs we will only contact those applicants who are short-listed.

We look forward to receiving your completed application, and thank you in advance for your interest.

Yours sincerely,

Bradley Millington (Chief Librarian)