

15th March 2005

Vincent Foster
18 The Hawthorns
Ossett
West Yorkshire
WF5 0BH

Dear Vincent,

Thank you for your recent application for the post of Development Officer :VYON at the Youth Work Unit for Yorkshire and the Humber. I would like to invite you for interview on Tuesday 22nd March.

The interview process will begin at 10.00 a.m. with an introduction and then using a carousel system you will spend time with:

- VYON members
- YWU staff
- and young people who will provide you with more information and ask you some general questions about your experience.

The formal interview will follow and will last approximately 45 minutes and will begin with a presentation for 5 – 10 minutes, on the following topic:-

Why does the voluntary sector need to network?

It is expected that the last presentation will finish at approximately 3:45. An OHP and flip chart will be available if you need these. The interviewers will be Chris Whiley, Head of Bradford Youth service and Chair of the YWU Board, Kerr Kennedy, from Bradford VYON and Chair of the YWU's VYON group and Miriam Jackson, Director of the YWU.

I enclose a map and directions for the YWU. Please telephone if you are unable to make it.

I look forward to meeting you.

Yours sincerely

Miriam Jackson
Director