



August 2016

Dear Enquirer

Payroll & Accounts Officer

Thank you for your enquiry about the current vacancy at the Queen's. We have pleasure in enclosing the following information:

- Application form including Equal Opportunities Policy & Monitoring Form
- Job Description & Person Specification

Further information about the Queen's can also be found at www.queens-theatre.co.uk.

The Queen's Theatre adheres to a strict Policy for Equality of Opportunity. When we receive your application, sections A, B and the Equal Opportunities Monitoring Form will be separated. The shortlisting panel for interview will only see Section B (Skills and Experience) – please note that for this reason we will not consider CVs as part of an application.

Applications may be made by e-mail, but must be supported by signed hard copies. Please send a stamped addressed envelope if you require acknowledgement of receipt of your application. We will contact you as soon as possible after the closing date; by telephone if you have been shortlisted for interview, or in writing if you have been unsuccessful on this occasion.

We look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink that reads 'Thom Stanbury'. The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Thom Stanbury
Chief Executive

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