

October, 2017

Dear Applicant,

Thank you for your interest in the post of Membership Officer based at our offices in Guildford.

The following documents will assist you in your application:-

- The Advert
- Job description and Person Specification
- Summary of Terms/Conditions for Staff
- Guidance notes on completing your application
- Application and Monitoring Form

They are available to download from our website www.cyclinguk.org/jobs and as hard copies from the Personnel Manager, Cycling UK, Parklands, Railton Road, Guildford, Surrey GU2 9JX. The closing date for receipt of applications is 12.00 noon on Monday 30th October, 2017.

Completing your application:

Please complete the application form giving full details in each section as requested. This will enable the selection panel to assess each applicant's relative strengths against the criteria in the specification.

Returning your application:

You may return your application form and covering letter either by post to Sue Cherry at the above address or by email as attachments to sue.cherry@cyclinguk.org.

Short-listing and interview arrangements:

All applications are considered carefully and objectively against pre-determined criteria. We will respond to every application. We plan to hold interviews on Wednesday 8th November and will notify shortlisted and unsuccessful candidates as soon as possible after the closing date.

Thank you for your interest in Cycling UK. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Paul Tuohy
Chief Executive