



**Carmel College** Prescott Road, St Helens, Merseyside WA10 3AG  
Tel: 01744 452200 (Reception) 01744 452214/452212 (Admissions)  
Fax: 01744 452300 Email: [info@carmel.ac.uk](mailto:info@carmel.ac.uk) [www.carmel.ac.uk](http://www.carmel.ac.uk)

Dear Applicant

Thank you for your interest in a vacancy at Carmel College.

The successful applicant will be expected to show clear and positive commitment to all aspects of the College Mission and ethos.

Please find enclosed the application form, job description, person specification, equality & diversity monitoring form and details about the College / Department. Please return your completed forms to the Human Resources Department either by post, or email to [hr@carmel.ac.uk](mailto:hr@carmel.ac.uk) by the date stated in the advert and on the job description document.

**NB: If you are returning your application by email, please ensure you have received an acknowledgement email from HR. If you do not receive this, please contact the HR Department on 01744 452312.**

If you are unsuccessful with this application, Carmel College would like you to apply for any other post, which you may see advertised, and for which you feel you may be suitable. Applications for each post are considered entirely on their own merits, and lack of success in one application will not prejudice consideration for any further applications.

If you wish to make further enquiries regarding your application or the position, please telephone the Human Resources department on 01744 452312.

Yours sincerely

**Lyndsay Bagley**  
**HR & Payroll Manager**

