

Date as postmark

GRIP NHS Language Services

1 Frith Street

London

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Email: grip.info@westminster-pct.nhs.uk

Post:

GRIP Sessional BSL/English Interpreter

Ref: CLCH/GRIP/936F

Dear Applicant,

Thank you for your interest in working for GRIP NHS Language Services as a sessional BSL/English interpreter.

Please find enclosed:

- Job Description and Person Specification
- Interpreter Payment Rates
- Guidance Notes for Applicants
- Application Form
- Criminal Convictions Declaration Form (A)

Please read these papers carefully before filling in the application form, particularly the "Guidance Notes for Applicants". The information you provide us with in the application form will be the deciding factor in whether you are shortlisted to attend an interview.

Please send us your completed application form by email to grip.info@westminster-pct.nhs.uk or by post to: GRIP Recruitment, GRIP NHS Language Services, Soho Centre for Health & Care, 1 Frith Street, London, W1D 3HZ (ground floor reception open 8am to 8pm Monday-Friday and from 10am to 6pm at weekends).

The submission deadline for receipt of application forms is **Monday, 7 February 2011**. Please ensure that your application reaches us by this date as any forms received after this deadline will not be considered in this round of recruitment.

Short listing and interviews will be arranged as per applications received. Please note that only shortlisted candidates will be notified. Please provide full contact details for all referees, especially their email addresses where possible. Failure to do so will result in significant delays in processing your application.

For further enquiries and informal discussions please contact me on 020 7009 4039 or email ute.michel@westminster-pct.nhs.uk.

For further information about GRIP, please visit our website www.grip-nhs.co.uk

We look forward to receiving your application.

Kind regards,

Ute Michel
BSL Recruitment Officer
GRIP NHS Language Services