

24 March 2025

Dear applicant,

**Vacancy: Cook – Salesian House, Chertsey, KT16 8SG**

Thank you for your interest in the above position.

I am pleased to provide you with an application pack which includes the following information regarding the post:

- Application Form
- Job Description

If you are interested in applying for this post, please complete the Application Form in full and return it to me with a covering letter. Please note that we are unable to accept Curriculum Vitae without a completed application form.

If you have any queries about the application pack or the application process, or you require any assistance completing your application form, please contact me on 01932 579050 or alternatively email me at [Kevin.ODonnell@salesians.org.uk](mailto:Kevin.ODonnell@salesians.org.uk). The closing date for receipt of applications is Wednesday 26<sup>th</sup> March 2025.

I look forward to hearing from you.

With every good wish.

Yours sincerely,

Rev K O'Donnell SDB  
**Rector**