



Our Ref: HRA/1122

November 2022

Dear Sir/Madam

**Re: HR Administrator**

Please find enclosed an application pack for the above post.

When returning your application, please ensure that the Employee Monitoring Questionnaire is placed in a separate envelope addressed to the Monitoring Officer. This envelope should then be returned together with your completed application form to:

HR Manager  
Lagan College  
44 Manse Road  
Belfast  
BT8 6SA

Please follow the above procedures as this will ensure that we are able to adhere to Equality Commission guidelines.

The closing date for this post is **Wednesday 7 November at 1pm.**

Yours faithfully

**Mary Mackey**  
Director of Finance & Corporate Services

