HOLOCAUST
MEMORIAL DAY TRUST

PO Box 61074 London SE1P 5BX
Tel. 0845 838 1883
www.hmd.org.uk

April 2011

Dear Applicant

Application for the post of Personal Assistant

Thank you for your request for the information pack for this post. Below you will find further information about the application process and about Holocaust Memorial Day Trust.

Application Process
We will select people to interview using the detailed information provided in your application form. It is therefore important you demonstrate your ability to undertake the role by providing evidence against the person specification (job description and person specification available to download from our website http://www.hmd.org.uk/about/vacancies).

The interview process will be a two-tiered process. The first interviews and skills testing are scheduled to take place on Monday 9 May 2011 with a second interview for shortlisted candidates on Wednesday 11 May 2011. All short-listed applicants will be notified of first interviews by 5pm on Thursday 5 May 2011. If you do not receive an invitation to interview by the above time, regrettably, you should assume that you have not been successful on this occasion.

Deadline for applications is **12noon** on **Monday 2 May 2011**. Please send your completed application and monitoring form by email to recruitment@hmd.org.uk. Please note we will **only** accept applications by email.

If you have any access requirements, please notify us in advance, we will do all we can to accommodate you.

About HMD/HMDT
Holocaust Memorial Day is a day for everyone. HMD provides you with the opportunity to reflect on the consequences of discrimination and exclusion and consider what we can do to play a part in creating a safer, better future for us all.

HMD – 27 January – is the international day of remembrance for the victims and survivors of the Holocaust, Nazi persecution and subsequent genocides in Cambodia, Bosnia, Rwanda and Darfur.

HMD exists so that we can learn the lessons of the past in order to celebrate and value the differences between us.

It is our shared responsibility to remember those whose lives have been wasted through the evils of racism and discrimination, to honour survivors of the Holocaust and subsequent genocides and to take action to protect the civil and human rights of everyone in our communities and across the world.

Individuals and groups across the country hold HMD events - from a simple candle lighting ceremony to a full day activity. Since 2006 the number of HMD events held in the UK have increased fivefold and we receive over half a million visitors to our website each year.

The Holocaust Memorial Day Trust (HMDT) is a national charity founded in 2005. Our vision is that the Holocaust, Nazi persecution and subsequent genocides in Cambodia, Bosnia, Rwanda and Darfur are remembered; that victims are commemorated and that lessons learned are translated into contemporary action in the UK.

Best wishes

James Hurst
Head of Operations
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