

Registered Office:  
Capital House  
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Ref: (10/06)

28 July 2010

Dear Applicant

**Re: Community Alcohol Team Administrator**

Thank you for your enquiry regarding the above vacancy at Drug and Alcohol Service for London. Our mission is: "To respond to the needs of the growing number of people experiencing alcohol and drug problems in London whilst aiming to reduce the impact of alcohol and drug misuse and its consequences."

The following information is enclosed in the application pack:

- (a) Application Form
- (b) Job Description and Person Specification
- (c) Monitoring Form (attached to Application Form)
- (d) Equal Opportunities Policy
- (e) 'Your Application and Our Recruitment Process'

**The closing date for completed applications is Wednesday 11 August 2010, 5pm.** Please include a daytime telephone number as we may wish to contact via telephone if you are short-listed. Unfortunately, we are not able to acknowledge receipt of your application and only short-listed applicants will be contacted. It is DASL policy for internal candidates who are at risk of redundancy to be given priority consideration for any job vacancies.

Access Information: Capital House is wheelchair accessible.

I look forward to receiving your completed application, which should be returned to [jobvacancies@dasl.org.uk](mailto:jobvacancies@dasl.org.uk) or sent to above address, for the attention of Leena Kissensing.

Yours faithfully

Sue Kenten  
Chief Executive