



*Office of Jean Lambert MEP
Green Party Member of the European Parliament for London*

January 2016

Dear Applicant,

Application Reference: JL012016 - Media & Public Relations Officer for Jean Lambert MEP

Thank you for your interest the post of *Media & Public Relations Officer*. You will need to download/access the following documents from Jean's website:

- Information on the application process
- Job description/person specification
- Application form
- Equal opportunities monitoring form

More information about Jean Lambert and her work can be found on her website and more information about the Green Party can be found at www.greenparty.org.uk.

Your completed application form must reach us by Wednesday 3 February 2016.

Please email your application to application@jeanlambertmep.org.uk. Receipt of your application will be acknowledged by email. (We also accept postal applications to: Office of Jean Lambert MEP/Green MEPs, CAN Mezzanine, 49-51 East Road, London N1 6AH.)

Short-listed candidates will be contact from Monday 8 February. If short-listed, you will be invited for interview in London on Monday 15 February.

Please read carefully all instructions before completing the application form, paying particular attention to the information about the application process. You should not enclose CVs as they will not be looked at.

We also request that you complete our Equal Opportunities monitoring form. This is helpful to Jean as an employer committed to equal opportunities. However, you do not have to do so, and you do not have to respond to all the questions. The form will be kept separate from your application and will play no part in the selection process.

We look forward to hearing from you.

Yours sincerely,

*Danny Bates
Office of Jean Lambert MEP, London's Green Party Member of the European Parliament*

Greens in the European Parliament

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If you would like to receive e-news updates about Jean's work please e-mail INFO to jeanlambert@greenmeps.org.uk.