

Our Ref: AB/Z999990006
Your Ref:
Date: June 2022

Dear Applicant

Thank you for your interest in the paralegal/administrative assistant post. An application form is attached.

Please complete the application form having regard to the information we have provided on our website about the post.

Please save your application form in word and name it surname.initial.2022 (eg Bloggs.J.2022)

Please email the completed application form to Carmela Lowry at reception@hmsolicitors.co.uk by 12 noon on 4th July 2022.

Please note that we will not consider applications received after the closing date or other than in the prescribed format. Applicants who do not follow the instructions for completing the application will not be shortlisted.

We will contact applicants selected for the next stage of the recruitment process only, so if you have not been contacted by 8th July you should assume that your application has not been successful. We intend to invite shortlisted applicants to attend interviews on Wednesday 13th July 2022.

If you have a disability and you require a reasonable adjustment to be made to our application process, please contact us.

Yours faithfully



HOPKIN MURRAY BESKINE



HOPKIN MURRAY BESKINE LIMITED

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