

November 2025

Dear Applicant

Re: Kitchen Porter (16-hour contract)

Thank you for your interest in working with us at Showroom Work Station. For your consideration we are pleased to enclose the following documents:

Job Profile – with more information about the role.

Showroom Work Station Briefing – with more information about the company.

Application Form – for you to complete if you wish to apply for the position.

Equal Opportunities Monitoring Form – which we ask that you complete and return to us. This will be separated from your application during shortlisting.

If you need any of these documents in alternative formats, please get in touch and we will assist you. If you have access requirements for interviews, we will discuss these with you if you are shortlisted for the position.

Please email your completed application to richard.rawson@srws.org.uk or deliver by post / in person in an envelope addressed to 'Recruitment, Showroom/Work Station, 15 Paternoster Row, Sheffield S1 2BX'.

Please note that the closing date for the submission of completed applications is **Friday 28th November 2025 at 12 noon** and that interviews will take place **from 3rd December 2025 (for 1 week)** to accommodate availability.

Many thanks for your interest in this position and we look forward to receiving your application.

Yours faithfully

Victoria Firth
Chief Executive