

Date as Postmark

Dear Applicant

**Post of Part-time Technical Assistant**

Thank you for your enquiry in relation to the above post. I am pleased to enclose the following information:

1. Guidance Notes
2. Job Description
3. Person Specification
4. Application Form (please note CVs are not accepted)
5. Diversity & Equal Opportunities Monitoring Form

Further information about the Association can be found on our website  
[www.glenoaks.org.uk](http://www.glenoaks.org.uk)

Please note that applications require to be submitted to the Association by 5pm on Wednesday 9 December 2020.

Please return completed application forms to [martha.hutcheson@glenoaks.org.uk](mailto:martha.hutcheson@glenoaks.org.uk)

Should you have any questions after reading the enclosed information, please do not hesitate to contact me on 0141 620 2705 or Donald Weir, Technical Director, on 0141 620 2707.

We look forward to receiving your completed application form.

Yours faithfully

**Martha Hutcheson**  
Corporate Services Manager