

Date as Postmark

Dear Applicant

Post of Digital Inclusion 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

Please note that applications require to be submitted to the Association by **Friday 20 November 2020**.

You can email completed application forms to martha.hutcheson@glenoaks.org.uk

Should you have any questions after reading the enclosed information, please do not hesitate to contact Brenda Whitelaw on 0141 620 2758.

We look forward to receiving your completed application form.

Yours faithfully

Martha Hutcheson
Corporate Services Manager