

Date as Postmark

Dear Applicant

**Post of Senior ICT Officer**

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 4pm on Friday 26 March.

Please return completed application forms by email 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.

We look forward to receiving your completed application form.

Yours faithfully



**Martha Hutcheson**  
Corporate Services Manager

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