

Date as Postmark

Dear Applicant

Post of Housing Services 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 by email to the Association by **Wednesday 9 December 2020**.

Should you have any questions after reading the enclosed information, please do not hesitate to contact Jean Murray on 0141 620 2729.

We look forward to receiving your completed application form.

Yours faithfully

Martha Hutcheson
Corporate Services Manager