**Guidance Notes for Applicants**

This application pack includes:

* Job Description
* Person Specification
* Application Form
* Equal Opportunities Monitoring Form

The job description provides information about the post including the duties and responsibilities and basic terms and conditions.

Please ensure all sections of the application form are completed and that it is returned to [mencapoffice@sheffieldmencap.og.uk](mailto:mencapoffice@sheffieldmencap.og.uk) by 5pm on advertised closing date as applications received afterwards cannot be considered

If successful at shortlisting, we will contact you to attend at interview, however if you have not been contacted within 2 weeks of the closing date assume your application has not been successful on this occasion.

An Equal Opportunities Monitoring Form is also included in the application pack. We would be grateful if you can return this with your application. It will be separated from your application and will not be seen by anyone involved in the recruitment process.