**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 the Tuesday 16th September 2025.

If successful at shortlisting, we will contact you to attend at interview on Tuesday 23rd September between 9am -5pm.

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.