**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 Wednesday 15th October**.

On receipt of your application we will contact all successful candidates to invite them to our cleaner recruitment day on **Tuesday 21st October 2025, 12-2pm**. Please ensure you are available on the Tuesday 21st October 2025, between the hours of 12 -2pm, as this is the scheduled time we have set aside for the recruitment process.

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.