

Dear Applicant,

**Post Title – Business Support Coordinator**

Thank you for expressing an interest in the above post. Please find enclosed further information and application details:

* *Job Description x 1*
* *Annual Report*
* *Application Pack – Part A (Equal Ops Form), Part B (Application Form) and Part C (Contact Details and Data Protection Declaration)*
* *Fair Deal’s Vision and Mission Statement*
* *Fair Deal’s Values*
* *Criminal Convictions Declaration (only complete and bring if invited to interview)*

When submitting your completed application, please include the following documentation:

1. **Your completed** Equal Opportunities Monitoring form – Part A
2. **Your completed** Application form – Part B
3. **Your completed** Contact Details and Data Protection Declaration – Part C

Please do not enclose your Curriculum Vitae.

Once completed, return Part A, Part B and Part C Form to: ***Fair Deal, 355a Tormusk Road, Castlemilk, Glasgow, G45 0HF*** or by email to: ***info@fair-deal.org*** as soon as possible**.**

Thank you for your interest in this post, we look forward to receiving your application.

Yours sincerely

Jill Grace

Business Support Team Leader