

Dear Applicant

Position: Female\* Relief/Bank Staff Access and Assessment Team

Thank you for the interest you have shown in the above posts.

Please download the application pack including:

* Application form.
* Guidelines for completing the application form
* Job Description
* Person Specification
* Equal Opportunities Monitoring Form

These posts are open to women only \*(Equality Act 2010 Schedule 9 (Part 1) Occupational Requirement).

The closing date for applications is Tuesday 7th May 2019 at 9.00am. Please email completed applications to: administration@leedswomensaid.org.uk with “AAT Relief Recruitment” being the subject. If you would like confirmation that your application has been received, please attach a read receipt, request a response to your email or call us on 244 2578.

Unfortunately we do not accept CV’s and these will not be read if they are submitted

Interviews will take place on Tuesday 15th May 2019. We will attempt to email every applicant to inform them whether they have an interview or not, however we anticipate a high volume of applications; therefore if you have not heard from us by the 10th May 2019, please assume that your application has been unsuccessful. Feedback on application forms will not available for those unsuccessful in obtaining an interview.

On applying please read the application form and guidance well, as applications not following the guidelines will automatically not be considered. This is part of the essential criteria.

Thank you for your interest in Leeds Women’s Aid.

Yours faithfully

Janet Taylor

Access and Assessment Team Leader

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