Date: 18 May 2017

Position: Exodus 500 - Youth Support Manager

Thank-you for applying for the above position, please find enclosed an application form, job description and monitoring form.

* Only this completed application form will be considered. Any additional information or C.V. will be disregarded. You may, however, use continuation sheets where necessary. Please complete all sections of this application using black ink or typescript.
* Applications must be legible.
* It is the responsibility of all applicants to clearly demonstrate – by the information which they give in their application form – exactly how they meet the essential (and desirable if applicable) criteria for the post as stated. Failure to do so may result in not being short-listed.
* Where a high volume of applications is received, desirable criteria may be relied upon during shortlisting
* All information provided by an applicant on an application form must be true and accurate. Any application forms containing information that is discovered to be untrue or inaccurate will not be accepted. If an appointment has already been made, it will result in disqualification from appointment or dismissal.
* Applications submitted by email will require a handwritten signature at interview.
* If shortlisted for interview, essential qualifications certificates and driving licence will be required.

Applications must be received by the designated deadline Friday 26th May 2pm. Those applications received after the designated deadline will not be accepted. **Interviews 2nd June 2017.**

Yours faithfully

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Fiona Hamilton

Administrator