



November 2019

Hello and thank you for expressing your interest in applying to be the **Director of Business Services at halow care**.

In order to pursue your interest and apply to be **Director of Business Services at halow care**, we have broken the application process into the following steps to make it as easy as possible for you:

Step 1

In addition to this covering note, please download the following documents:

- Job Description & Person Specification
- Equality Monitoring Form
- GDPR Privacy Notice

Step 2

Please read the job description and person specification to gain a better view of what the role entails.

Step 3

Please submit your CV and covering letter, ensuring that you highlight your relevant experience, skills and knowledge to us via email jobs@halowproject.org.uk

Please make sure that you submit your application before the closing deadline of **Sunday 1st December 2019 at 5pm.**

Step 4

Once you have submitted your application paperwork, you will receive an email from one of our team acknowledging receipt.

Interview Arrangements

Interviews will be taking place throughout the course of the advertising period, we therefore encourage interested applicants to respond sooner rather than later.

We very much hope that you decide to pursue this role and look forward to receiving your application.

Graham O'Connor | Interim Director