



April 2018

Hello and thank you for expressing your interest in applying to be a Flexible Buddy (various locations) with **halow**.

Due to the current needs of the organisation, we are seeking drivers to join **halow**.

In order to pursue your interest and apply to be a Buddy, 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
- Application Form
- Equality Monitoring Form

### Step 2

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

### Step 3

Please complete the application form to the best of your ability, indicating which Budding location you are applying for (i.e. Staines / Surbiton / Godalming or Guildford) plus ensuring that you highlight your relevant experience, skills and knowledge wherever possible (this really helps us when we review your application).

### Step 4

Once you are satisfied with your complete application form, please send it to us via email ([hr@halowproject.org.uk](mailto:hr@halowproject.org.uk))

Please make sure that you submit your application before the closing deadline of **Friday 27<sup>th</sup> April**

**2018 at 5pm.**

### Step 5

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

### Interview Arrangements

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

We very much hope that you decide to apply to be a Buddy and look forward to receiving your application.

A handwritten signature in black ink that reads 'Ann Kenney'. The signature is fluid and cursive, with a large loop at the end of the name.

**Ann Kenney** | Director