



April/May 2019

Hello and thank you for expressing your interest in applying to be a **Business Support Officer** with **halow**. Due to the current needs of the organisation, we are seeking drivers/own car to join **halow** as a **Business Support Officer**.

In order to pursue your interest and apply to be a **Business Support Officer**, 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, 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 ([jobs@halowproject.org.uk](mailto:jobs@halowproject.org.uk))

Please make sure that you submit your application before the closing deadline of **Friday 17<sup>th</sup> May 2019 at 5.00pm**.

### 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 for this role and look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'Ann Kenney', with a large, stylized flourish at the end.

**Ann Kenney** | Director