

Dear Applicant

Thank you for expressing an interest the ADMINISTRATION OFFICER post with Action on Disability.

Please find enclosed/attached a job description including the person specification and an application form.

The closing date for completed returned applications is Friday 04th of January at 5pm. Please note that completed returned applications received after this time will not be considered under any circumstance.

Applicants shortlisted for an interview will be notified by Tuesday 08th of January. Action on Disability will only contact applicants shortlisted for interview. Applicants not shortlisted for interview will not be contacted.

Interviews will take place at Action on Disability on Monday 15th January 2019 between 9am and 5pm. Applicants shortlisted for interview will be informed of their interview time slot on Tuesday 08th of January.

Interviews will last no longer than 1.5 hrs and will include a formal interview covering questions on the person specification, and informal interview and an administration task request. All applicants interviewed will be asked the same questions and set the same task.

Please visit our Website <https://actionondisability.org.uk/> to find out more about what we do. From there, you can follow links to our social media pages.

We look forward to hearing from you and best of luck.

Action on Disability