

Application Guidance Notes for the Post of Welfare Benefits Advisor:

1. The application pack contains the following documents:
 - Job Description and Person Specification
 - Application Form
 - “About Epilepsy Connections” (background information about the organisation)
 - Equality and Diversity Monitoring Form
2. When completing the form, please refer to the person specification and address as many of the qualifications, skills, and areas of experience and knowledge listed as you can. Keep your answers as succinct as possible.
3. Do not enclose your CV as this will not be included in the shortlisting process.
4. As users of the disability symbol, we guarantee to interview all disabled applicants who meet the essential criteria for the post as described in the person specification.
5. Please return the application forms to:

Frey O'Brien
Admin Assistant
Epilepsy Connections
100 Wellington Street
Glasgow
G2 6DH
Fo'brien@epilepsyconnections.org.uk
6. We regret that due to the high volume of applications we receive we are unable to acknowledge their safe receipt. If you require confirmation that we have received your application, please enclose a covering note and provide a stamped, self-addressed envelope or your email address.
7. If you do not hear from us within 5 working days of the closing date, please assume your application has been unsuccessful.
8. Closing date for applications is **Friday 23 August 2019**.
9. Interviews will be held on **Monday 2 September** at Epilepsy Connections, 100 Wellington Street, Glasgow G2 6DH.
10. Epilepsy Connections welcomes appropriate applications from all sections of the community.