

July 2020



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Dear Applicant

**HILLHEAD HOUSING ASSOCIATION -
POST OF HOUSING ASSISTANT (FIXED TERM – MATERNITY LEAVE COVER)**

Thank you for your interest in the above vacancy.

I am now pleased to enclose an application pack which contains the following materials:

Job Description
Person Specification
Summary Terms & Conditions
Application Form
Equal Opportunities Monitoring Form
Background Information
Committee and Staffing Structures
Applicant Privacy Notice

We aim to interview shortlisted candidates via Zoom on Tuesday 4 August 2020, and these applicants will be advised in writing, with confirmation of the interview time and joining instructions for Zoom.

If you have any difficulty in completing the application form due to any form of disability, please let us know and we will endeavour to assist you.

If you wish to apply, please use the Application Form provided. Please do not attach a C.V. or any other additional materials. Completed applications can either be posted to our office at the above address, or emailed to kieran@hillheadhousing.org

Finally, please also note that the closing date for receipt of applications is 12 noon on Friday 24 July 2020.

Yours sincerely

MANDY WHITE
Head of Corporate Services