

15th July 2024

Office Administrator

Dear Applicant

Thank you for your interest in the above post. We are pleased to enclose:

1. Job Description
2. Person Specification
3. Application Form & Equal Opportunities Monitoring Form
4. Applicants with a criminal record policy
5. General information about Age UK Shropshire Telford & Wrekin

Completed application forms should be returned to me at the address below, or by email to enquiries@ageukstw.org.uk . For further information about this post please contact myself, Louise Bennett on 01743 233123.

Please note the closing date for receipt of completed applications is **5th August 2024**.

Interviews will be held on **14th August 2024** so if you have not heard from me by this date, you may assume you have not been shortlisted. It is regrettably not possible for me to write to unsuccessful candidates.

Yours sincerely

Louise Bennett
Senior Office Administrator

Enc. (5)