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February 2025

Thank you for your interest in the post of Administration Officer (Ageing Well & Falls Prevention) with Age UK Somerset. You will find the following documents on our website which, together with this letter, form the application pack for this post:

1. Application Form (*for completion and return, preferably online, by email or by post*)
2. Equal Opportunities Monitoring Information Form (*completion is voluntary*)
3. Job advertisement
4. Job Description/Person Specification
5. Privacy Notice for Job Applicants
6. Policy on recruitment of ex-offenders

In completing your application, please ensure that you demonstrate the extent to which you have the necessary training, experience, knowledge and skills for this post.

**Please note CVs will not be accepted.** Completed applications may be submitted electronically or in paper format, marked as 'Recruitment – Private & Confidential'. The online application form cannot be saved, so please be prepared to submit when you begin the online form.

**The closing date for submissions is Friday 21<sup>st</sup> March 2025 at 9.00 a.m.**

If you have not been contacted and invited to attend an interview by the date on which the interviews are to be held, please assume that you have been unsuccessful on this occasion. This helps us to reduce our administration costs and we can then devote our funds to services for our clients.

We thank you for your interest in Age UK Somerset and look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'A. Gordon', is written over a faint, illegible printed name.

Recruitment  
Age UK Somerset