Dear Applicant

When completing your application form please refer to the following guidance notes:

* in the interests of equal opportunities please only use the form provided, adding additional sheets where necessary
* please note that we do not accept CVs
* if you are adding any additional pages please make sure that your name and the position you are applying for is clearly marked at the top of each sheet
* please complete in black ink or typescript
* please complete all sections of the form
* Before completing the form please carefully read through the job description and person specification. **Your completed application should demonstrate that you have the skills and attributes outlined in the person specification, including examples of how and when you have used them.**
* Age UK Exeter is committed to safeguarding the people we work with and their families. The enclosed job description will indicate if this vacancy is subject to a DBS check.

Please refer to Age UK Exeter’s Safer Staff Recruitment Policy for further information on our recruitment process.

If you have any questions regarding the application process please contact:

Kathy Beasley at [k.beasley@ageukexeter.org.uk](mailto:k.beasley@ageukexeter.org.uk) or phone 01392 455619

If you are posting your completed application, please send to:

Kathy Beasley

HR Department

Age UK Exeter

138 Cowick Street

St Thomas

Exeter

EX4 1HS

Alternatively applications can be sent to [recruitment@ageukexeter.org.uk](mailto:recruitment@ageukexeter.org.uk)

Thank you for your interest and we look forward to receiving your completed application form.

Yours faithfully

Martyn Rogers

CEO