

26<sup>th</sup> June 2025

Dear Applicant

**RE: Information & Advice Senior**

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](mailto:enquiries@ageukstw.org.uk) . For further information about this post please contact the current post-holder on the telephone number below.

Please note the closing date for receipt of completed applications is Tuesday 15<sup>th</sup> July 2025.

Interviews will be held on Tuesday 29<sup>th</sup> July 2025 so if you have not heard from me by this date, you may assume you have not been shortlisted. It is regretfully not possible for me to write to unsuccessful candidates.

Yours sincerely



Robert Smith  
Quality and Performance Director

Enc. (5)

**Age UK Shropshire Telford & Wrekin**

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Shropshire  
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