

2017

Dear Applicant

Please find enclosed an application form and job description for the particular position in which you have shown interest in. Please read the information relating to the job and ensure you provide the details on the application form of your relevant experience, skills and knowledge gained in employment, voluntary work or elsewhere. **Please return the application to Recruitment, Autism Initiatives, 11 Granton Square, Edinburgh, EH5 1HX or recruitment@aiscotland.org.uk before Friday 20 October 2017 at 12 noon.**

You will also find enclosed an equal opportunities monitoring form. We would appreciate your co-operation in completing this to help us monitor the effectiveness of our Equal Opportunities Policy. Your application will not be affected by the information you provide and will be separated from your application on receipt.

Offers of employment will be subject to the receipt of two references, proof of eligibility to work in the UK and a satisfactory criminal records check with Disclosure Scotland before the appointment is confirmed (this applies to candidates not currently employed by Autism Initiatives).

Applicants selected for interview will be informed within six weeks of the closing date. If you have not heard from us within this period, it will be because we have decided not to take your application any further. If you would like us to acknowledge your application, please enclose a stamped addressed envelope.

If you require any further information before completing the application form please do not hesitate to contact our recruitment line on 0131 551 7272.

I look forward to receiving your completed application.

Yours sincerely

Daniel Mackie
Recruitment Officer