

Application Guidance Notes for the Temporary Part Time Post of Epilepsy Fieldworker (21 hours per week).

This is a temporary post ending on 31 March 2023.

1. The Application Pack contains the following documents:
 - i. Job Description and Person Specification
 - ii. Application Form
 - iii. Equality and Diversity Policy Statement
 - iv. Equality and Diversity Monitoring Form
 - v. Description of Epilepsy Connections' services
2. When completing the application please refer to the person specification and tell us how your qualifications, skills, experience and knowledge match our criteria. Keep your answers as succinct as possible.
3. Do not enclose your CV as this will not be included in the shortlisting process.
4. We guarantee to interview all applicants who describe themselves as having a disability and who meet the essential criteria for the post as described in the person specification.
5. Please return your application to Georgia Curran at gcurran@epilepsyconnections.org.uk
6. **Closing date for applications is midnight on 24 July 2022.**
7. If you do not hear from us by 27 July 2022 please assume your application has been unsuccessful.
8. **Interviews will be held on Tuesday 3 August 2022. Subject to COVID risk assessment, interviews will take place in our Glasgow office at Baltic Chambers, 50 Wellington Street, Glasgow G2 6HJ. Otherwise, interviews will be held on Zoom or suitable alternative.**
9. We welcome appropriate applications from across the community. Applications from speakers of community languages with the experience we are looking for are particularly welcome.
10. We handle all personal data in compliance with the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR). The personal information you provide to us in your application will be used for recruitment purposes only and held only for as long as necessary after which it will be securely destroyed.