



5 Cadogan Square  
(170 Blythswood Court)  
Glasgow G2 7PH  
tel 0141 248 9799  
fax 0141 243 2499

July 2008

Dear Applicant

**Assistant to Operations Management (Ref no: AOM/0708)**

Thank you for your interest in the above post. Please find enclosed the following documents:

- Basic Check Application Form
- Equal Opportunities Monitoring Form
- Job description and person specification
- Summary terms and conditions (*Please note that it is normal policy to be placed at the lower end of the salary range.*)

**Please read carefully the guidance notes given below before completing the enclosed forms. If you wish to apply for more than one post, please submit separate application forms.**

Clearly state the position and reference number of the post for which you are applying for.

In accordance with our equal opportunities policy Curriculum Vitae (CVs) will not be considered, even if attached to the application form. Applications will only be considered based on the information provided by the candidate on the official application form.

Do take care to fill in all sections within the application form. Sections 6 and 7 are very important and it will be in your interest to refer to the job description and person specification when completing these sections.

The closing date for all applications is **Monday 4 August 2008**. Only applications received by **5.00pm** on the closing date will be considered.

Please send completed and signed application forms together with a copy of the equal opportunities monitoring form:

**By post to:** Assistant to Head of Resources  
Scottish Refugee Council  
5 Cadogan Square  
(170 Blythswood Court)  
Glasgow  
G2 7PH

It is your responsibility to ensure that your application has the correct postage cover, otherwise the application may not be delivered.



**By email to:** [recruitment@scottishrefugeecouncil.org.uk](mailto:recruitment@scottishrefugeecouncil.org.uk)

Application forms emailed to the above address will be required to be signed on day of interview should candidate be selected.

If you require the application pack in a specific format please contact the Human Resources team on 0141 248 9799.

Please note, only successful applicants called for interview will be notified in writing. It is currently planned that interviews for this post will be held on 15 August 2008.

Yours sincerely

**Handri Cronje**  
Assistant to Head of Resources