



# COMMUNICATIONS OFFICER

## Information for Applicants

Thank you for expressing interest in our Communications Officer role. Please note the following information regarding your application and our selection process.

1. Applications must be made in the form of a completed application with any supporting sheets or an appropriate CV which addresses the requirements of the role.
2. Applications must be received no later than **5:00 pm on Monday 19<sup>th</sup> February 2018**
3. You may submit your application either in writing or electronically by email.

Please send your application to:

### In writing:

Addressed to: Kay Blundell, the envelope marked on the front "Confidential – Job Application". Please mail/deliver to: Kay Blundell, Witton Lodge Community Association, Perry Common Community Hall , 87 Witton Lodge Road, Perry Common, Birmingham B23 5JD

### By email:

Subject line "Confidential – Job application" sent to: [recruitment@wittonlodge.org.uk](mailto:recruitment@wittonlodge.org.uk)

4. Please note the following significant dates in the selection process should your application be successful:-

Interviews for successful candidates will take place on:-

**Monday 26<sup>th</sup> February 2018**

The successful applicant will be required to complete a pre-employment Health Questionnaire and written references will be taken up.