11th June 2019

Dear Applicant,

Thank you for your interest in the job vacancy at Norfolk Deaf Association (NDA).

This application pack consists of:

* Guidance notes for the completion of this application
* Job description and person specification
* Application Form
* Equal Opportunities Monitoring Form

Please send your completed application form and equal opportunities monitoring form to Norfolk Deaf Association, 14 Meridian Way, Meridian Business Park, Norwich, NR7 0TA marked “Private and Confidential” and for the attention of Aliona Derrett, Chief Executive or e-mail to ceo@norfolkdeaf.org.uk

The **closing date** for applications is 5.00pm on **Wednesday, 26th June 2019**.

It is planned that interviews will take place during the week beginning 8th July 2019.

I look forward to receiving your completed application form, but in the meantime if you require any further information, please do not hesitate to contact me on 01603 404440 or 07821 340717.

Yours sincerely,

Aliona Derrett MSc FCMgr

Chief Executive

**Guidance notes**

**Please read carefully**

The Trustees of the Norfolk Deaf Association (NDA) want to ensure that the interview process is completely fair to all candidates and so all applicants are asked to complete the standard application form.  Additional information is not required and **will not be considered if included.** Applications in different formats (e.g. tape, computer disc) will be accepted from candidates with a disability.

Before applying for this post please read through the application pack very carefully and consider whether your qualifications, experience, skills and knowledge match what is required by the job description and person specification.

A DBS check is required for this post, therefore any offer made will be subject to a satisfactory outcome of these checks, as well as satisfactory references and the production of certificates as proof of qualifications.

The application form should be completed in black ink or typed so that it can be photocopied, and should be sent to NDA’s postal address, marked “Private and Confidential” and for the attention of Aliona Derrett or e-mailed to ceo@norfolkdeaf.org.uk

The deadline for applications to arrive is **Wednesday, 26th June 2019 and applications received after that time will not be considered**.

It is planned that the interviews will be held during the week beginning 8th July 2019. We very much appreciate your interest in this post but in the interest of economy we will not contact you unless you have been short-listed.