



BEHIND CLOSED DOORS  
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Providing support and information to people experiencing domestic abuse in Leeds

May 2019

Dear Applicant,

Thank you for your enquiry about the post of Administration & Monitoring Assistant (\*Female) Equality Act 2010 Schedule 9 (Part 1) Occupational Requirement.

Please find enclosed:

1. Job description and Person Specification.
2. Application Form (including an Equal Opportunities monitoring section which will not be used as part of the selection procedure.)
3. Guidance Notes to help you to prepare and complete your application.
4. Questionnaire to complete if you decide not to apply for this position.
5. Policies relevant to the recruitment of this post.

If you wish to apply for this position, it is important that you read all the information provided before completing your **Application Form**. Please note: you will be short listed based only on what you write in your **Application Form**. Please do not include your CV or any additional material as part of your application, as these will be disregarded. You will only be short listed if you demonstrate that you meet all of the essential criteria listed in the Person Specification.

**Completed Application Forms must be returned to [info@behind-closed-doors.org.uk](mailto:info@behind-closed-doors.org.uk) by 12pm on Friday 28<sup>th</sup> June 2019.** Any applications received after this time and date will not be considered. **Interviews will take place on Thursday 18<sup>th</sup> July 2019.** If you have not heard from us by that date, please assume that your application has been unsuccessful. *We are sorry that we are unable to notify or give feedback to candidates who have not been short-listed for interview.*

If, having read all the enclosed information, you decide not to apply for this position, we would be interested to find out more about your decision, in order that we might develop and improve our recruitment procedures. We would therefore appreciate it if you would complete and return the enclosed **Questionnaire**.

Thank you for your interest in this position.

**Louise Tyne**  
**Organisation Director**



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