



## Application Process

Thank you for your interest in this post.

### The application pack includes the following

- This introductory document, outlining the application process and procedure
- Job Description and Person specification
- Application form (including Equal Opportunities Monitoring form)

### Application deadline

- Applications should be received no later than **12 noon Monday 10 August 2015**. Please send in your application by email to [recruitment@sound-connections.org.uk](mailto:recruitment@sound-connections.org.uk). Applications received after the advertised deadline may not be accepted.

### Interview dates

- Interviews will take place at Rich Mix on **Tuesday 18 August 2015**.

### Interested in applying?

1. **If, having read through the all the information, you are considering making an application** and would like to have an informal chat with a member of the team, please email back suggesting some suitable dates and times and we'll get back to you. Please send the email to [info@sound-connections.org.uk](mailto:info@sound-connections.org.uk) and make the subject "Programme Assitant post enquiry". Please make sure that you include contact numbers etc.
2. Please fully complete the application form and equal opportunities monitoring form.
3. Do not attach a CV as a supplement to your application. Your application form should contain all of the information we require.