

Dear Applicant,

Re: Head of Direct Services

Thank you for your enquiry regarding the above position. I have pleasure in enclosing an application pack containing the following:-

An Application Form
Job Description & Personal Specification
Equal Opportunities Monitoring Form
Information about MND Scotland (www.mndscotland.org.uk)

We will decide who to invite for interview on the basis of information provided on completed application forms. You should therefore use the application form to give us all the information that we need to help us understand how you meet the requirements of the job.

Section 7 of the Application Form is particularly important. Please use the space provided to explain how you meet each point in the Person Specification. Remember, if you don't tell us why you think you can do the job, then we won't have that information when we decide whom to invite for interview.

The experience, the skills and abilities and knowledge you have gained in non-work situations and occupations are useful and valid so please tell us about them if you feel they will help you do the job. For example, if the Person Specification asks for "Organisational Skills" you may feel that your formal work experience provides evidence that you meet that requirement. It may be however, that you have not had paid employment, but that you have had plenty of opportunity to use organisational skills while running a busy household or being involved in a club or social group. Whichever way you have gained the skills, abilities, knowledge or experience mentioned in the Personal Specification, you should tell us about it in section 7 of the Application Form.

The closing date for this job is 19th May 2017.

Completed application forms should be returned to:

Personnel Department
MND Scotland
2nd Floor,
City View,
6 Eagle Street,
Glasgow,
G4 9XA

Or emailed to recruitment@mndscotland.org.uk

Thank you once again for your interest.

Yours sincerely



Craig W F Stockton

Chief Executive