



## Business Support Assistant

### Application Guidance Notes

1. The Application Pack consists of:
  - Job Advert
  - Job Application Form
  - Job Description & Person Specification
  - Equal Opportunities Monitoring Form
  - Organisation Chart
  
2. Please ensure that the Job Application Form is completed fully. CVs may be submitted as additional evidence. **Please ensure all questions are answered and that you have clearly identified and demonstrated how you meet the criteria and experience required as laid out in the Job Description and Person Specification.**
  
3. Please send applications to:  
  
By post: Deborah Saw  
Corporate Services Director  
Headway Bristol  
Frenchay Beckspool Building  
Frenchay Park Road  
Bristol BS16 1LE  
  
By email: [vacancies@headwaybristol.org.uk](mailto:vacancies@headwaybristol.org.uk)

Please note the deadline date for applications as per our advertisement.