



## Support Outreach Worker Application Guidance Notes

1. The Application Pack consists of:
  - Job Advertisement
  - Application Form
  - Equal Opportunities Monitoring Form
  - Job Applicant Privacy Form
  - Job Description
  - Person Specification
  - Organisation Chart
2. Please ensure that you complete *all* sections of the Job Application form in full, providing as much detail as you can about your relevant skills and experience. Your answers will be scored as part of the short listing process. Please use a continuation sheet where necessary. We recommend that you read the Job Description and Person Specification fully to show your understanding of the role and requirements.
3. We are happy to receive your application in your own handwriting or typed and if you are emailing, please ensure that you forward to us in a Word or PDF format along with all required documents. *NB: whilst we are happy to receive your CV but this will not be included in the short listing process.*
4. Please send your completed application by the advertisement deadline date to:

Louise Woodman, Business Support Assistant  
Headway Bristol  
Frenchay Beckspool Building  
Frenchay Park Road  
Bristol  
BS16 1LE

Or email to: [vacancies@nbt.nhs.uk](mailto:vacancies@nbt.nhs.uk)

For further information about us, please do visit our website at [www.headwaybristol.org.uk](http://www.headwaybristol.org.uk) or our Facebook page at [www.facebook.com/HWBristol](https://www.facebook.com/HWBristol)