Dear Applicant

Thank you for your interest in this role with Richmond AID.

Richmond Advice and Information on Disability was set up in 1988 by a group of disabled people and has increased in size and significance over the years. Richmond AID has a range of projects and services that support disabled people to live independent lives. To find out more about Richmond AID visit our website on www.richmondaid.org.uk .

Our vision is for a barrier-free world with empowered disabled people who have independence, fulfilment and a sense of self-worth, and to achieve this, our objectives are to:

- Reduce poverty
- Increase employment, education and leisure opportunities
- Widen access to high quality information and advice
- Improve access
- Ensure disabled people have a strong voice locally
- Understand, track and respond to their changing needs
- Raise awareness about disability among employers and service providers

I look forward to receiving your application.

Yours faithfully



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Lucy Byrne
Chief Executive

Part One

Guidance Notes on completing the Application Form.

1. Please do not send Curriculum Vitae, as we do not accept these as part of our recruitment process.

2. The *Person Specification* and *Job Description* contains information on what is required for the post and the gives an account of the post itself. We recommend you read these carefully before filling in the form.

3. Please ensure you fill in sections 1 to 6 and section 8 of Part 2 of the form. Section 7 and the monitoring form are optional; however it will help us monitor the effectiveness of our recruitment campaign if you do. Please note that any information you supply will be treated as confidential and will not be passed on to any other parties unless we have your permission.

4. When filling in section 5, please make sure you address each of the requirements in the **Essential and Desirable criteria** in the **Experience and Knowledge** section on the Person Specification. **Use the bullet points as headings** and respond to each one separately. You don't need to write about the Skills and Abilities Section.

5. Please ensure you complete, sign and date section 8.

6. Completed forms should be returned to Alison Kent, Richmond AID, Disability Action and Advice Centre, 4 Waldegrave Road, Teddington, TW11 8HT or emailed to a.kent@richmondaid.org.uk