Dear Applicant

**Administrator Application Pack**

Thank you for your interest in the post of Administrator with Disability Equality Scotland. This post will be located in our new office at The Pentagon Centre, Glasgow. Please find enclosed the following documents:

* Role Description
* Application Form
* Equal Opportunities Monitoring Form
* Criminal Record Disclosure Form

Please complete the Application Form, Equal Opportunities Monitoring Form and Criminal Record Disclosure Form and return them to:

Emma Scott, Operations Manager, Disability Equality Scotland

Office 2/2, The e-Centre, Cooperage Way, Alloa FK10 3LP

You may also return them by email to [**emma@disabilityequality.scot**](mailto:emma@disabilityequality.scot)

The closing date for receipt of applications is Thursday 12 September 2019. (Please note applications received after this deadline will **not** be considered).

We will be holding interviews week beginning 23 September 2019.

Should you require this application pack in a different format please do not hesitate to contact our office.

Yours faithfully



Morven Brooks  
Chief Executive Officer  
Disability Equality Scotland