The Circle

 33 Rockingham Lane

 Sheffield

 S1 4FW

 0114 2536750

 info@disabilitysheffield.org.uk

 [www.disabilitysheffield.org.uk](http://www.disabilitysheffield.org.uk)

June 2023

Dear Applicant,

**Finance Coordinator**

Thank you for your interest in the above position with Disability Sheffield.

We ask you to fill in your application carefully, giving all relevant information and in particular setting out the ways in which you meet the competencies outlined in the job description and person specification. Please provide clear and concise examples of when you have had to use the necessary skills. Your application should be typed or completed in black ink.

If you have any questions, need support completing the application form or would like an informal chat about the post please email; stephen.bonner@disabilitysheffield.org.uk

Completed applications should be returned to;

stephen.bonner@disabilitysheffield.org.uk

Or posted to; Stephen Bonner, Disability Sheffield, The Circle, 33 Rockingham Lane, Sheffield S1 4FW

The closing date for applications to be received is **17th July, 2023**

Late applications and CVs will not be accepted.

Interviews will be held on **w/c 24th July, 2023.**

Disability Sheffield has a policy of shortlisting and interviewing all disabled applicants who meet the minimum requirements for their jobs. The law will allow this. It would not be unlawful discrimination against a non-disabled applicant who also meets the minimum requirements but is not shortlisted.

Kind regards,

Stephen Bonner

*Chief Executive*