**Octavo Recruitment – Application Process**

**Business Support Officer – Central Services**

Thank you for your interest in Octavo Partnership.

The recruitment page provides you with full information about the role, and includes the job description and person specification.

The post holder will work closely with schools, and Octavo is committed to safeguarding children and young people. This includes following a recruitment process that is based on the principles of ‘safer recruitment’. You are required to complete the application form, and you should ensure that you provide information about any gaps in your employment or education. You will also need to submit two supplementary forms: a Self Disclosure Form and an Equal Opportunities Monitoring Form.

To enable us to shortlist applicants, you should also submit a written statement showing how you meet the criteria shown on the Person Specification section of the Job Description.

Please email your application form and written statement to Octvao HR, [careers@ocatvopartnership.org](mailto:careers@ocatvopartnership.org). In submitting your application, you are also declaring that to the best of your knowledge all information has been completed fully and is accurate.

Applications must be received by 9am on 22nd February 2019. The selection process will take shortly thereafter, date to be confirmed.

We look forward to hearing from you.