8TH April 2021

**Re: Service Manager London**

**Ref: SML**

Dear Applicant,

Thank you for your interest in the full-time position of Services Manager (London). The role will be based in akt’s offices in London. Currently the team are working from home.

In completing your application for the post please provide:

* A completed application form which addresses the job description and person specification
* Completed equalities monitoring form

akt is committed to ensuring that shortlisting for interview and offers of employment are based strictly on merit and related to the requirements of the job. The personal details page of the application form and the Equalities Monitoring Form will be removed prior to applications being sent to hiring managers for consideration. Please note therefore, that we do not accept CVs, covering letters or personal statements (including videos).

Please return your application to [jobs@akt.org.uk](mailto:jobs@akt.org.uk) by **5pm on Monday 3rd May 2021**, quoting the job reference (above).

Should you require any reasonable adjustments at any point throughout the application process, please let us know.

Please note that all Word documents are available in larger font or in ‘speak text’ by opening them up in Word, going to View and then selecting Immersive Reader.

We look forward to receiving your application.

Kind regards

Hayley Speed  
Assistant Director of Services  
akt