



Dear Applicant

Thank you for your interest in our recent vacancy. Please find attached the following information to support your application:

- Job description
- General Information about BTO
- Application form
- Equal opportunities form

Please complete the application form (you may also attach your cv if you wish) and return it along with your completed Equal Opportunities form, preferably by email to:

[hr@bto.co.uk](mailto:hr@bto.co.uk) clearly specifying the post you are applying for.

Alternatively, it may be posted to:

HR Department  
BTO Solicitors LLP  
48 St Vincent Street  
Glasgow  
G2 5HS

Please note that regretfully we are unable to acknowledge receipt of every application. You will be notified if you are invited for interview.

All applications will be notified if their application has not been shortlisted for interview.

Please note that we welcome and promote diversity within our Firm, and we are committed to a policy of equal opportunities, diversion and inclusion in all aspects of our employment practice.

Should you have any queries regarding this position, please contact the HR Department either via the above email or by telephoning 0141 221 8012.

Thank you for your interest in BTO.

Regards

HR Team

**48 St. Vincent Street Glasgow G2 5HS T: +44 (0)141 221 8012 F: +44 (0)141 221 7803 DX GW96 LP16 Glasgow 6**

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