

Moray Citizens Advice Bureau

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Dear Applicant

# Deputy Manager

Thank you for your enquiry about the above post.

You will find enclosed an application form together with a job description, personal specification and equal opportunities monitoring form and equal opportunities statement. There is also some background information about the bureau.

In determining which applicants will be interviewed the Sub-Committee will have regard to applicants who best fit the person specification so it is important for you to use this as a guide when completing the application form. CV’s are not acceptable.

Interviews will be held 11th May 2017. If you have not received an invitation by 27th April 2017 then unfortunately you have not been selected on this occasion.

In the interest of public safety, the successful applicant for this post will be asked to disclose criminal history information.

We regret that we are unable to acknowledge receipt of completed application forms unless a stamped addressed enveloped is enclosed with your application.

We look forward to receiving your application by the closing date of 21st April 2017.

Yours sincerely

Eddie Coutts

## Chair of Board of Directors