Date: As postmark

Dear Applicant

# Post of Money Advice Worker

Thank you for your enquiry about the above post.

You will find enclosed an application form together with a job description, person specification, 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.

It is anticipated that interviews will be held on Wednesday 14th December 2016. If you have not received an invitation by 8th December 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 envelope is enclosed with your application.

We look forward to receiving your application by the closing date of Friday 2nd December, 5pm.

Yours sincerely

Morag Hannah

## Bureau Manager

Enc. Application Pack