Our Ref:

Date

Dear

Post of Debt and Income Maximisation Adviser

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 privacy policy. 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.

Interviews will be held on 4th December, if you have not received an invitation by 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 look forward to receiving your application by the closing date 1st December.

Yours sincerely

Donald Gray

Chair of Board of Directors

Encs

Updated November 2020