May 2016

Dear Applicant

**POST: Energy Advice Caseworker – Local Energy Advice Project**

Thank you for your enquiry about the above post.

You will find attached an application form together with a job description, person specification and equal opportunities monitoring form ; and background information about the Bureau.

In determining which applicants will be interviewed the Selection Panel 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 arranged week beginning 6th June 2016.

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 5pm Wednesday 1st June 2016.

Yours sincerely

## Maureen Chalmers

## Bureau Manager