Dear Applicant

Re: Case Support Administrator Post

Please refer to the application pack which consists of the following:

* Application Form
* Job Description & Person Specification
* Notes on how to complete the application form
* Equal Opportunities Statement
* Inverness Badenoch & Strathspey CAB Privacy Statement/Policy

You should read and complete where appropriate and return your Application Form **by the closing date of 10th August 2020** by E-mail to: [admin@invernesscab.casonline.org.uk](mailto:admin@invernesscab.casonline.org.uk) or by post/hand to:

Recruitment, Inverness Badenoch and Strathspey Citizens Advice Bureau, 29-31 Union Street, Inverness, IV1 1QA.

Yours sincerely

Dion Alexander

BOD Chairperson

Inverness, Badenoch & Strathspey Citizens Advice Bureau

29-31 Union Street

Inverness

IV1 1QA