

Perth Citizens Advice Bureau

7 Atholl Crescent Perth PH1 5NG

www.perthcab.org.uk

Debt Admin Line 01738 450590

Fax 01738 450582



October 2018

Dear Applicant

Post of Debt Advice Support 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 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 held during the week beginning 5th November 2018. If you have not received an invitation by 7th November 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 31st October 2018.

Yours sincerely

A handwritten signature in cursive script that reads "Sandy Watts".

Mrs Sandy Watts

Chief Executive

Enc.