



14a John Street  
Penicuik  
Midlothian EH26 8AB

Telephone 01968 675259

Money Advice 01968 679918

Fax 01968 677047

Dear Applicant

**Post of part time Money Advice Worker 21 hours (3 days) a week.**

Thank you for your enquiry about the above posts. We welcome applications for a job share and will consider flexible working within core hours.

You will find enclosed an application form together with a job description and person specification. There is also some background information about the CAB service.

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.

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.

Interviews will be held on the morning of Friday 21 January. Covid-19 restrictions will apply and the interviews may be held electronically. .

We look forward to receiving your application by 10 a.m. **on the closing date of Monday 17 January.**

Yours faithfully

A handwritten signature in black ink, appearing to read 'Sue Peart', written over a white background.

Sue Peart  
Bureau Manager

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Job description  
Application form  
Notes on completing the application  
Equal opportunities monitoring form  
Privacy notice