**Kincardine & Mearns**

 **Ground Floor**

 **Sheriff Court Building**

 **Dunnottar Avenue**

 **Stonehaven**

 **AB39 2JD**

Date: 01/09/2021

Dear Applicant,

**Post of Chief Officer**

Thank you for your enquiry about the above post.

Please find enclosed the recruitment pack, which includes the job description, person specification and an equal opportunities monitoring form. There is also some background information about KAMCAB

In the interest of public safety, the successful applicant for this post will be asked to disclose criminal history information under the Protection of Vulnerable Groups Scheme.

Your application should include your CV and covering letter which clearly highlight how your skills and experience meet the person specification

We look forward to receiving your application by the closing date of **17th September 2021** and we would ask that you provide an email address and telephone number where we can contact you day and/or evening.

Yours sincerely

**Chris Rigby**

**Co-Chair**

**Kincardine and Mearns Citizens Advice Bureau**

**Notes for applicants:**

• Please provide two referees. **One of your referees should be your present or most recent employer.** If you have not been employed or have been out of employment for a long time, please give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. This should not be a relative or a personal friend. Referees will not be approached unless a job offer is to be made.

• The enclosed person specification lists the minimum requirements for this post. When shortlisting for interview the selection panel will consider the information contained in your CV and will assess this against the person specification.

• The selection panel cannot make assumptions about the nature of the work you have done or your experience from a list of job titles. It is therefore important that you demonstrate how you meet the person specification. Paid and voluntary works are not the only experiences worth quoting. Other life experiences and skills may be just as valid.

• If you are shortlisted for interview, the selection panel will ask you questions based on the person specification, which will cover the areas in more detail.