Dear Applicant

# POST OF MONEY ADVISER

Thank you for your enquiry about the above post.

You will find attached an application form together with a job description, person specification, equal opportunities form. 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 on Monday, 6th November. If you have not received an invitation by1st November then unfortunately you have not been selected on this occasion.

The successful applicant for this post will be asked to complete a basic disclosure.

We regret that we are unable to acknowledge receipt of completed application forms.

We look forward to receiving your application by the closing date of 27th October 2017

Yours faithfully

Tracy McNally

Operations Manager