# Peebles & District Citizens Advice Bureau

Chambers Institution, High Street, Peebles, EH45 8AG

Tel. 01721 721722 Fax 01721 723844

E-mail: manager@peeblescab.casonline.org.uk

Scottish Registered Charity: No. SCO 04900

A Company Limited by Guarantee registered in Scotland No. 397950

Authorised and regulated by the Financial Conduct Authority: FRN: 617473

Date: As postmark/email

Dear Applicant

**Post: Manager – Peebles and District Citizens Advice Bureau**

Thank you for your enquiry about the above post.

You will find enclosed/attached an application form together with a job description, person specification, a privacy statement and an equal opportunities monitoring form. There is also some background information about the bureau.

In determining which applicants will be interviewed, the Interview Panel will have regard to applicants who best fit the person specification so it is important that you use this as a guide when completing the application form.

The closing date for applications is **Monday 17th September at 5pm**. Please ensure all documents are fully completed and sent either by e-mail to: Manager@peeblescab.casonline.org.uk or by post to Jim Finnie (Chair), Peebles CAB, Chambers Institution, High Street, Peebles EH45 8AJ and marked ‘Confidential’.

**Interviews are likely to be held on Thursday 27th and/ or Friday 28th September.**  You will be notified as soon as possible after the closing date whether or not you have been shortlisted for interview. If you are invited to interview, please let us know if you have any particular access or other requirements to enable you to attend the interview.

Yours sincerely

Melanie Nairn

Manager

