

Peebles and District Citizens Advice Bureau
Chambers Institution
High Street
Peebles,
EH45 8AJ



Date: As postmark/email

Dear Applicant

Post: Money Adviser – 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 16 February **at midday**. Please ensure all documents are fully completed and sent either by e-mail to: Manager@peeblescab.casonline.org.uk or by post to Gill Westwood, Manager, Peebles CAB, Chambers Institution, High Street, Peebles EH45 8AJ and marked 'Confidential'.

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 confirm your attendance, and let us know if you have any particular access or other requirements to enable you to attend the interview.

Yours sincerely

Gill Westwood
Manager

Peebles and District Citizens Advice Bureau
01721 721722
Email – adminuser@peeblescab.casonline.org.uk

Scottish charity SCO004900 and company limited by guarantee 397950