Date: 26th August 2021

Dear Applicant

**Post: Employment Advice and Representation Project Officer – Fair Work Project**

Thank you for your enquiry about the above post.

You will find enclosed/attached an application form together with a job description and person specification, background information, our privacy notice, an equal opportunities monitoring form, and a self-declaration form for PVG scheme disclosure.

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 20th September 2021**. Please ensure all documents are fully completed and sent either by email or post to:

REN-manager@paisleycab.casonline.org.uk

FAO Management Team, Renfrewshire Citizens Advice Bureau, 7 Glasgow Road, Paisley PA1 3QS.

If you have any enquiries please contact the Service Development Manager Gavin Lovesey:

gavin.lovesey@paisleycab.casonline.org.uk

**Interviews will be held remotely with dates advised to successful applicants.**  You will be notified as soon as possible after the closing date if 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 remote access or other requirements to enable you to attend the interview.

Yours sincerely

Martin Fotheringham

CEO