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| Office 92-94, Alloa Business Centre, Whins Road, Alloa, FK10 3SA  T 01259 213453  E homestart@hsclacks.co.uk  W www.hsclacks.co.uk |

Our ref: SB/GCOORD/Oct22

Monday 23rd January 2023

Dear Applicant,

**Groups Co-ordinator**

Thank you for your interest in the above post. Please find attached:-

* Staff Application Form
* Guidance for Applicants
* Person Specification
* Job Description, and
* Equal Opportunities Monitoring Form

**Please note**: This post is dependent on receiving two satisfactory references and membership of the PVG Scheme. The applicant will also need to prove their eligibility to work in the UK.

The closing date for applications is **Friday 10th February at 12noon** and Interviews are expected to be held on Wednesday 22nd February within our offices at Whins Road, Alloa.

If you have any questions or would like to discuss the role, please contact me on 01259 213453.

Yours,



**Shelley Bowman**

**Chief Executive Officer**

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