

02 June 2017

Dear Applicant

Role: Receptionist/Administrator

Term: One year fixed term role (with possibility of extension subject to funding)

Location: Citizens Advice Regional Office, Belfast

Ref. RA/RO/17/5/2

Thank you for your interest in the above role. Please find enclosed:

1. Application Form
2. Equal Opportunities Monitoring Form
3. Job Description
4. Person Specification

Please be advised this role is a regulated position and therefore the successful applicant will be subject to a confidential Access NI check.

Please also find enclosed, for your information:

- Citizens Advice Policy on the Recruitment of Personnel with a Criminal Record,
- Policy Statement for AccessNI checks.

The closing date for return of completed application forms is Thursday 22 June 2017.

Applications should be sent by email however postal applications will be accepted.

A signed copy of application will be required before commencement of employment.

(CONTINUED OVER)

Citizens Advice Northern Ireland is an operating name of the Northern Ireland Association of Citizens Advice Bureaux.

Chairperson: Dave Wall

Chief Executive: Pól Callaghan

NI Charity Registration Number NIC103461

Company Limited by Guarantee: Number NI 017574

Registered Office: 46 Donegall Pass Belfast BT7 1BS

Citizens Advice is Authorised and regulated by the Financial Conduct Authority: FRN:665287



46 Donegall Pass
Belfast BT7 1BS

citizensadvice.co.uk

Applications should be sent to:

janet.sproule@citizensadvice.co.uk

or

Janet Sproule
Citizens Advice Regional Office
46 Donegall Pass
Belfast BT7 1BS

Thank you once again for your interest in this role.

Yours sincerely

A handwritten signature in black ink, appearing to be "Pól Callaghan". The signature is fluid and cursive, with a long horizontal stroke at the end.

Pól Callaghan
Chief Executive

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