Dear Applicant

**RE: HOUSING OFFICER(Property Letting), SMARTMOVE HOUSING (Ref: HOSM/R17/01)**

Thank you for your enquiry in respect of the above position. Enclosed you will find a job information pack which includes:

* Summary Information of the project
* Job Description, which includes:
  + Summary of Role
  + Person Specification
* Application Form, which includes:
  + Equal Opportunities monitoring questionnaire

Please complete the employee-monitoring questionnaire and return it in a separate sealed envelope marked ‘Monitoring Officer’.

**The closing date for receipt of applications is Friday, 20th October 2017@ 12 noon**

**Please note:**

We will only accept applications on the enclosed application form, CVs will not be considered.

***All our recruitment for this position will be done through e-mail, please provide a suitable e-mail address for correspondence and attach your completed form.***

If you do not have an e-mail address, please contact Karla on 02871 266115

If you have a disability and in the event that you are shortlisted, you may notify us to enable us to make any reasonable adjustments for interview.

Shortlisting will be undertaken on the basis of the enclosed person specification. You should therefore address all criteria listed in the person specification when completing the supporting statement in the application form.

This post will be subject to an Access NI check.

Thank you for your interest in the work of First Housing Aid & Support Services, we look forward to receiving your completed application form.

Yours faithfully

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Karla O’Kane

Personnel Manager

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