

Dear Applicant

**POST: Debt caseworker – trainee considered
Maternity cover
30 hours a week for up to a year or
37 hours a week for up to 41 weeks**

**Salary £20,661 (£18,070 trainee) pro-rata
Closing time and date: Monday 30 April at 9am
Interview date Thursday 3 May 2018**

Thank you for your enquiry about the above vacancy

You'll find the following enclosed in this application pack:

- Application form and guidance notes.
- Diversity monitoring form.
- Job description.
- Person specification.

Please return your completed application form by email to
recruitment@citizensadvicenottingham.org.uk

We shall be shortlisting immediately after the closing date.

We hope you will be successful in your application. However, if you are not, please don't be discouraged from applying to us in future; your skills and experience may be what we need for our next vacancy.

We look forward to receiving your completed application form.

Yours faithfully

Trish Eaton
Chief Officer
Encs

Chief Officer: Trish Eaton

Company limited by guarantee. Registered number 2323141 England.

Registered office: 34-36 Carrington Street, Nottingham NG1 7FG

Charity registration number 701259.

VAT number 772 0840 33.

Citizens Advice Nottingham & District is the operating name of Nottingham & District Citizens Advice Bureau

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