

12<sup>th</sup> October 2015

Dear Applicant

**Re: Administrator (Maternity Cover 4th November 2015 - 31 March 2016) at the Camborne office**

Thank you for your interest in the above post. An application pack is available to download from [www.citizensadvicecornwall.org.uk](http://www.citizensadvicecornwall.org.uk)

The application/equal opportunities monitoring form should be returned no later than noon on Monday 26<sup>th</sup> October 2015. Completed applications should be emailed to: [julia.reynolds@citizensadvicecornwall.org.uk](mailto:julia.reynolds@citizensadvicecornwall.org.uk)

Please take the time to read through the accompanying notes etc. before completing the application form. **N.B. CVs are not accepted.**

Interviews to be held on Tuesday 3<sup>rd</sup> November 2015, but this may be subject to change.

The salary is £15000 pro rata. 18.5 hours per week (over 3 days). The post-holder will be based in Camborne, but may need to travel to other offices on occasion.

Yours sincerely

*Lolita Mills*

Lolita Mills  
Deputy CEO  
Citizens Advice Cornwall