

Date: 24<sup>th</sup> November 2016

Dear Applicant,

**Re: Full-time (37 hours a week) Administrator (Mid Cornwall)**

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 12<sup>th</sup> December 2016**. Completed applications should be emailed to: [recruitment@citizensadvicecornwall.org.uk](mailto:recruitment@citizensadvicecornwall.org.uk) or posted to the address above marked for the attention of Julia Rai, Logistics and Resources Manager.

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

Interviews to be held on 20<sup>th</sup> December 2016, but this may be subject to change. The salary is £15,000 per annum. 37 hours per week. The post-holder will be based in St Austell, but will be expected to travel to the Truro and Newquay offices several times a week. Own transport essential. Mileage will be paid at 35p per mile.

Yours sincerely,

Julia Rai  
Logistics and Resources Manager  
Citizens Advice Cornwall