

May 2017



Dear Applicant

Re: **Consumer Service Adviser**

Thank you for your interest in the above post. We are pleased to enclose further details as follows:

1. Job Description
- 2.. Person Specification
3. Equality & Diversity Policy
4. Service Overview
5. Equal Opportunities Monitoring Form (**please complete and return**)

If you are interested in taking your application further please email our HR department: [hr@citizensadvicemanchester.org.uk](mailto:hr@citizensadvicemanchester.org.uk) stating your expression of interest and attaching your C.V. and the completed Equal Opportunities form.

Closing date for this position is Wednesday 24 May 2017.

All successful candidates will be asked to undertake an initial telephone interview so **please ensure you provide your telephone contact details.**

We look forward to hearing from you.

Yours faithfully

Margaret Keane  
**Head of Human Resources**