



September 2018

Dear Applicant

**Administration Assistant**

Thank you for showing an interest in applying for the above post with Renfrewshire Carers Centre.

As requested, please find enclosed, an Application Pack which you must return to us by **Friday 28<sup>th</sup> September 2018 at 4pm**. Please note CV's are not accepted. As this post is funded via *Community Job Scotland* an **Eligibility / Referral form must also be submitted with your application, you will get this from Job Centre Plus.**

**Please mark your envelope/e-mail:**

***Strictly Private and Confidential***

***For the Attention of Janice Tiffney Or e-mail to [janice@renfrewshirecarers.org.uk](mailto:janice@renfrewshirecarers.org.uk)***

If you require an application pack in an alternative format, please contact Tracy Wallace on 0141 887 3643 or email [enquiries@renfrewshirecarers.org.uk](mailto:enquiries@renfrewshirecarers.org.uk).

Interviews will be held week commencing 8<sup>th</sup> October. If your application is successful, you will be notified before that date **via EMAIL**. Please note you will be asked to do a short typing and accuracy test at your interview.

If you haven't heard by this date unfortunately you have been unsuccessful with your application.

Please note that all applicants attending for interview will be required to complete a *Criminal Conviction Declaration Form*. The preferred candidate will be subject to a criminal conviction check through the *Protection of Vulnerable Groups (PVG) Scheme* / relevant level of disclosure, satisfactory references and health check.

May we take this opportunity to thank you for your interest in the post of Administration Assistant and wish you success in your application.

Yours faithfully

*T Wallace*

**Tracy Wallace  
Office Manager**