



Dear Applicant

Customer Service Advisor

Thank you for expressing your interest in working for us by requesting an application pack, please find attached the following documents:

- Full Job Advert
- Job Description and Person Specification
- Application for Employment
- Equal Opportunities Monitoring Form

In respect of the completion of our Application Form, you should complete all sections in black ink or typescript **clearly detailing how you meet all of the essential criteria for this post**. Please return your completed application form to myself at efctrecruit@gmail.com

The closing date for receipt of applications is **Friday 25 August 2017**.

We will shortlist as soon as possible after the closing date and we will contact shortlisted candidates by email (or letter if they do not have an email address) to let them know they have been shortlisted for interview.

I wish you good luck in your application.

Yours sincerely

Zoë Cormack
Resources Manager