Dear Applicant

**Re: Recruitment – Help To Claim Telephone and Webchat Adviser**

Thank you for your interest in this position.

Please see attached application pack which has the following:

1.         Job pack including role and person specification

2.         Application form and monitoring form

3. Guidance notes including our Equality Statement

The closing date for receipt of applications is 18th December 2024 at 5pm.

Candidates will be invited to interview on Microsoft Teams. Please let us know in your application if you need an alternative platform or a face-to-face interview

**Copies of the Job Pack including the application form are on our website at**

[**https://www.citizensadvicetelfordandthewrekin.org.uk/get-involved/work-with-us**](https://www.citizensadvicetelfordandthewrekin.org.uk/get-involved/work-with-us)

Please email completed application forms to [recruitment@telfordcab.co.uk](mailto:recruitment@telfordcab.co.uk)

**Please note that we do not provide feedback to candidates who are not selected for interview.**

Yours sincerely

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Description automatically generated

Rich Tonks

Advice Services and Quality Manager

For and on behalf of Citizens Advice Telford & The Wrekin