

Boscombe Link
3-5 Palmerston Road
Bournemouth
BH1 4HN
Tel & Fax: 01202 466130
Email: david.leighton@bournemouthcvs.org.uk

10 March 2010

Dear Applicant,

Thank you for your interest in the post of Advice Officer.

Please find enclosed the following documents:-

- Job description
- Person specification
- Application form
- Outline of contract of employment
- January edition of newsletter
- Latest Annual Review

All of the forms can be downloaded from our web site should you require additional copies. Please note that applications will only be accepted on the form and any CV's will be discarded before short listing.

The closing date/time is 5.00pm on Friday 16th April 2010. Interviews will be held on Friday 23rd April 2010 and will include an assessment exercise.

If you would like further information about the post please contact David Leighton on 01202 466130.

Best wishes,

Vivienne Aird,
Chief Executive