

January 2017

Dear Applicant,

Re: Administrator

Thank you for your interest in the role of Administrator. Please find enclosed an application pack. We would request that you relate your answers to the Job Description. Please note that we cannot accept CV's for this position. All completed application forms should be returned to:

**Recruitment
St Joseph's Services
Sycamore House
72 Carnethie Street
Rosewell
Midlothian
EH24 9AW**

We will also accept applications by email: rob.jahoda@stjosephsservice.co.uk

This post is subject to two satisfactory references and a PVG. These will only be obtained in respect of the successful candidate.

We wish you the best of luck with your application.

Yours faithfully,



Robert Jahoda
Chief Executive

