

22 January 2010

Dear Applicant

Recruitment - Temporary Income Recovery Officer

Thank you for showing an interest in Sutton Housing Society and for requesting a job pack. Within this pack you will find the following information to assist you in your application:

- Application form
- Job Description /Person Specification
- Summary of Terms and Conditions
- Annual report
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Please note curriculum vitae's will not be accepted.

The closing date for applications is noon on Wednesday 10th February 2010 and interviews will be held on Wednesday 17th February 2010.

You will be contacted by phone by 12th February if you are invited to attend an interview. If you have not heard from us by this date please assume you have not been shortlisted on this occasion. Those attending the interview will be required to sit a short test. If you have any queries please contact me on telephone number 020 8642 1500 or info@shsoc.org.uk.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Regelous', written in a cursive style.

Marcie Regelous
Finance & Admin Manager

Encs: Job pack