

August 2017

Ref: JW
Direct: 01786 892 023

Dear Applicant

Policy Officer

Further to your recent enquiry regarding the above post, please find enclosed the following documentation to assist you with your application:

- Recruitment Advert
- Job Description and Person Specification
- Organisational Chart
- Notes on Conditions of Service
- Application Form
- Equality of Opportunity Form.

The closing date for applications is Monday 21 August 2017. It is anticipated that interviews will be held on Thursday 31 August 2017.

I look forward to receiving your application in due course and thank you for your interest in Colleges Scotland.

Yours sincerely



Jon Watson
HR Manager