

December 2018

Ref: AW
Direct: 01786 892058
Mobile: 07713 711169

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 Friday 11 January 2019. It is anticipated that interviews will be held on Tuesday 22 and Wednesday 23 January 2019.

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

Yours sincerely



On behalf of Andy Witty
Director of Sector Policy

Encs