



March 2020

**Citizens Advice South Somerset**  
[www.citizensadvicesouthsomerset.org.uk](http://www.citizensadvicesouthsomerset.org.uk)

Petters House, Petters Way  
Yeovil, Somerset BA20 1SH

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[angela@citizensadvicesouthsomerset.org.uk](mailto:angela@citizensadvicesouthsomerset.org.uk)

Dear Applicant

Thank you for your interest in the post of Debt Casework Administration Assistant.

Enclosed in this pack you will find:

1. Role description and person specification
2. Application form
3. Background information about our organisation
4. Guidance notes to accompany the Application Form
5. Equalities Monitoring Form

Further information about our organisation can be found on our website:  
[www.citizensadvicesouthsomerset.org.uk](http://www.citizensadvicesouthsomerset.org.uk)

### **Important Information for Applicants**

The closing date for receipt of applications is 4.00pm 27<sup>th</sup> March 2020

Interviews will be held on Thursday 2<sup>nd</sup> April 2020

For an informal chat about the post please email Angela Kerr;  
[angela@citizensadvicesouthsomerset.org.uk](mailto:angela@citizensadvicesouthsomerset.org.uk)

Applications to be sent by email marked confidential to Nadia Waite:  
[nadia@citizensadvicesouthsomerset.org.uk](mailto:nadia@citizensadvicesouthsomerset.org.uk)

Only those candidates that are shortlisted for interview will be contacted. Please note that we don't provide feedback to applicants who were not selected for interview.

Angela Kerr  
CEO

