

6th September 2019

Dear Applicant

Post of: Estate Service Officer (6 months temporary contract)

Thank you for your enquiry in connection with the Estate Service Officer post and please find enclosed the following:

1. Guidance Note
2. Application Form (including Equal Opportunities Monitoring Form)
3. Person Specification
4. Job Descriptions (for 2 different shift patterns)

Please note that the closing date for applications is **Monday 23rd September 2019 at 12 noon.**

Please mark envelopes "FAO Jennifer Crocock, Private and Confidential – Estate Service Officer" when returning completed application forms.

If you have any informal enquiries in relation to this vacancy, then please contact the office and thanks again for your interest in the post.

Yours faithfully

J Crocock

Office Manager

Encls.

Address:

New Gorbals Housing
Association Limited
200 Crown Street
Glasgow
G5 9AY

Tel:

0141 429 3900

Email:

admin@newgorbalsha.org.uk

Website:

www.newgorbalsha.org.uk

New Gorbals HA is a
charity registered in
Scotland SC041164

New Gorbals HA is a
registered society under
the Co-operation and
Community Benefit
Societies Act 2014
Nº 2309 RS

Scottish Housing
Regulator Registered
Nº HAL211

Vat Registration
Nº 237 9482 68

Property Factor
Registered
Nº PF000338