



# Orkney Housing Association Ltd

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Our Ref: MH/AB/20220913

Date as Postmark

Dear Applicant

## Post of: Trainee Housing Services Officer

Thank you for your interest in the above post. I am pleased to enclose a recruitment pack containing the following:

- Application form
- Guidance Notes for Application Form
- Job Description
- Person Specification
- Summary Conditions
- Equal Opportunities Monitoring Form
- Applicant Fair Processing Notice

Please note the closing date for applications is 4pm on Tuesday 4 October 2022.

The selection process will comprise short listing on the basis of the information provided in the application form. A test for those who are short listed is to be undertaken followed by an interview conducted by the selection panel.

It is intended that the short listing of applicants will be completed the week ending 7 October 2022, following which those who have been selected for interview will be notified as soon as possible. Interviews may take place week commencing 17 October 2022.

Our Recruitment Policy prohibits canvassing of Association committee or staff members directly or indirectly. However, should you have any further queries regarding the post please feel free to contact Emma McConnachie, Senior Housing Officer, via [emma.mcconnachie@ohal.org.uk](mailto:emma.mcconnachie@ohal.org.uk) to answer queries or to arrange an informal discussion.

This post requires a Disclosure Scotland check of the successful candidate.

I look forward to receiving your completed application form.

Yours sincerely

Mhairi Hughes  
Head of Corporate Governance  
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