



Our Ref: KF
Your Ref: N/A

Post
Fax
E-mail

Dear ,

Trainee Housing Services Officer (3-Year Fixed Term Contract)

Thank you for your interest in applying for the position of Trainee Housing Services Officer with Yoker Housing Association Limited.

Enclosed for your information is a copy of the Association's standard application form which should be completed strictly in accordance with the instructions. Only application forms properly completed and received at the Association's offices no later than **4:00 pm on Friday the 24th of May 2024** will be considered for interview. Please mark the words "Private and Confidential" in the top left-hand corner of the envelope containing your application form.

In completing your application form please consider both the job description and the person specification which have also been enclosed. You are not of course expected to be able to fulfil the requirements of the job description without first obtaining appropriate training and work experience. The job description will however provide you with an indication of the type and nature of the work which the post will involve.

Should you have any questions concerning the position or require any further information then please do not hesitate to contact me by email (kevin.freeman@yokerha.org.uk) or at the address below.

Yours sincerely,
Yoker Housing Association Ltd

Kevin Freeman
Housing Services Manager