

Date : 3 July 2009

Dear Applicant

Post of Administrator (Ref FV09-04)

Thank you for requesting a job application pack for the above post. Included in this pack are the following:-

1. Job Description
2. Application Form
3. Application Received Postcard
4. 'Our Services' leaflet
5. 'Who we are' leaflet

The closing date for receipt of completed applications is **Friday 24 July 2009** but it would be helpful if you could return your application form as soon as possible. It is our intention to short-list shortly after the closing date and interviews will be held on Wednesday 12 August 2009.

Please enclose with your application a telephone number at which we can contact you if you are selected for interview. Completed applications should be marked "confidential" and returned for my attention to the address below.

Forth Valley GIS Limited
Drummond House
Wellgreen Place
Stirling
FK8 2DY

Should you have any questions or require further information about the post, please feel free to contact me on 01786 443939.

Yours faithfully



Linda Workman
Business Support Manager

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