



LASER Credit Union Ltd
Units 9 & 10
The Old Town Hall
Rotherham
S60 1QX
Tel: 01709 836500
Fax: 01709 835800
Email: enquiries@lasercu.org.uk
Website: www.lasercu.org.uk

Dear Applicant,

February 2013

Re: Application for the post of Administration/Finance Worker

Thank you for your enquiry about the above post. Please find enclosed the following:

1. Job description
2. Person specification
3. Application form

Please note that applications will only be accepted on the enclosed application form. CVs will not be considered. The completed form should be sent to Liz Thompson, LASER Credit Union Ltd, Units 9 & 10, The Old Town Hall, Rotherham S60 1QX.

Applications may also be submitted electronically provided you also print and complete the first and last page of the application form and send it to us by post.

The closing date will be 11th March 2013. Please let us know when you send in your application if you have any access, mobility or other issues that we need to know about.

If you have not heard from me by 14th March 2013 unfortunately you have not been short listed for interview.

Whilst I cannot help you with your application I will be happy to answer any general questions of clarification about the attached information if you call me on 01709 836500.

Yours sincerely,

Liz Thompson
MANAGER