

Dear Applicant

**RE: Revenue Manager Vacancy**

Thank you for enquiring about the above vacancy. We have included a number of documents to assist you in making your application:

- Job description
- Application Form
- Supplementary Information Form
- Equal Opportunities Employment Monitoring Form

Please complete all the forms including the names, addresses and telephone numbers and/or email addresses of two referees. When completed these should be returned by the **Closing Date of: Friday 16<sup>th</sup> July 2010 at 13:00 hours** preferably electronically, or by post:

1. E-mail: [recruitment@rcsed.ac.uk](mailto:recruitment@rcsed.ac.uk)
2. HR Department  
The Royal College of Surgeons of Edinburgh  
Nicolson Street  
Edinburgh EH8 9DW

We cannot guarantee to consider late applications. Please note we do not accept CV's.

We wish to advise you that we use the software package Microsoft Windows XP Version 2007 and therefore it may not be possible to open other software packages. If you use a different software package, it may be preferable to print off and send your completed Applications Forms by post.

**Interviews will be held week commencing 19<sup>th</sup> July 2010.**

**If you have not heard from us by Monday 26<sup>th</sup> July 2010, regretfully you have been unsuccessful on this occasion.** Candidates who have been shortlisted for interview will be contacted in the first instance by telephone. We regret that we are unable to accept CV's. We expect a large volume of applications, and therefore should you not be contacted by ourselves before the above date, we regret that your application has been unsuccessful.

We aim to be an equal opportunities employer and monitor how successful we are in attracting applications from all sections of the community. We would be grateful, therefore, if you would take time to complete this form. It can be returned with your application, and it will be retained within the HR Department and used solely for monitoring purposes; it will not be made available to the short-listing panel.

Thank you for your interest in the Royal College of Surgeons of Edinburgh. We look forward to receiving your completed application forms by the Closing Date. If you need any further information, do not hesitate to contact us.

Yours faithfully

**Yvonne Gallagher**  
HR Officer

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