

Dear applicant,

Thank you for your enquiry.

I am pleased you are considering applying for a position at Carradice Care.

Our aim is to provide long term opportunities for our staff to develop a career with us. We hope that if you're successful in obtaining a position we will have a long and mutually rewarding relationship.

I have the pleasure in enclosing your application form, job description/personal specification, Health Declaration form and a DBS disclosure form. You will need to enclose a cheque for the full cost of the DBS disclosure with your application. The cheque should to be made payable to Shropshire Partners In Care and for the sum of £59.60.

Please inform us of all up to date inoculations you have received in the space provided, including any not stated.

You will require business class car insurance. The company will not pay for any damage, loss or wear & tear on any of your possessions. If you resign within 1 year of employment you will be required to repay the cost of any training undertaken.

If you decide to apply you will need to return all enclosed forms fully completed, explaining any gaps in your employment history. Please use additional sheets where necessary. We regret that CV's are not accepted. Please also remember to enclose full payment for the DBS disclosure.

Short listing will take place regularly, and interviews will be arranged as soon as possible.

Please note that all posts are subject to an enhanced CRB check. The cost of this will be met by Carradice Care. You will also need to provide proof of your eligibility to work in the UK, i.e. a national insurance card.

I look forward to receiving your completed application form.

If you have any queries about the form or the post please do not hesitate to call Lorna Allen on the above number. If you do not hear from us within two weeks then please assume you have not been short listed on this occasion.

Yours sincerely

Lorna Allen
Registered Manager