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#### Dear Applicant

Thank you for your interest in working at The Care Forum. I am pleased to attach the necessary information in order for you to complete your application, including:

**An Application Form.** Please note we do not accept curriculum vitae (CVs). Any CVs sent to us will not be forwarded to the recruitment panel. Application forms should be returned to us at [admin@thecareforum.org.uk](mailto:admin@thecareforum.org.uk)

**A Job Description.** This explains the key duties and responsibilities of the post. If you are successful you will be expected to do the tasks listed in the role.

**A Person Specification.** This explains the key skills, experiences and knowledge required to successfully undertake the work. In your application form, you are asked to provide a personal statement to describe how you meet the requirements of the post. You should aim to cover in that statement the points listed in the person specification. The recruitment panel will judge applications against this specification when deciding whether to invite you to interview.

**The Care Forum Equal Opportunities Policy** is provided so that you can see how The Care Forum applies Equal Opportunities to the recruitment process.

**Equal Opportunities Monitoring Form.** We ask you to complete this online so that The Care Forum can monitor the effectiveness of our job advertisements in reaching different equalities communities, so we are keen to know how you found out about the post. Our equalities monitoring form can be found at <https://www.surveymonkey.co.uk/r/KLTQYKR> or scan:



**About The Care Forum.** To find out more about The Care Forum we encourage you to visit [www.thecareforum.org](http://www.thecareforum.org)

**Additional Information**

* The Care Forum currently employs 48 staff and has a team of approximately 200 volunteers.
* We aim to be an equal opportunities employer and welcome applications from all sectors of the community.
* Our head office is at The Vassall Centre, Fishponds, Bristol and is free from barriers and fully accessible for disabled people.
* Annual Leave entitlement is 30 days per annum pro rata plus public and statutory holidays pro rata.
* Employees who are eligible can join a stakeholder pension scheme to which the employer contributes 6% of pay for permanent contracted hours.
* Our permanent posts are on a grading, which includes annual increments. Applicants taking up jobs at The Care Forum normally start at the bottom of the grade.

Please note the following

The enclosed application form should be returned [admin@thecareforum.org.uk](mailto:admin@thecareforum.org.uk) by the advertised closing date.

Short listed candidates will be contacted by email.

In the interests of time we regret we are unable to acknowledge all applications or provide feedback to those not shortlisted.

**Thank you for your time and good luck with your application.**

