JOB INFORMATION PACK

**Outreach and Childcare Worker**

Thank you for your enquiry about the above post.

In this pack you will find:

1. Job description with person specification – please read this very carefully before filling in your application form.
2. Summary of our Equal Opportunities Policy
3. Application form including an equal opportunity monitoring Form.

Please note we do not accept C. V’s, only applications on the enclosed form will be accepted.

**Filling in the Application Form**

Please read the job description and the person specification first before filling in the form. It is important that, in order for you to be shortlisted for interview, you make sure that you demonstrate on the form that you have the necessary skills, knowledge and experience to meet all the essential criteria for the post (as specified on the job description). Please complete the application form and return it to Sally Jobling before the closing date (late applications cannot be accepted). **The closing date is Wednesday 25th September 2019 at 9 am. A receipt will be sent to all received applicants via email to acknowledge receipt of their application by 10 am on T 25th September 2019. If you do not receive confirmation by this date, then please enquire.**

If the shortlisting panel assess that you have demonstrated that you have **all** the essential criteria to do the job you are applying for, then you will be offered an interview, regardless of race, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, age or disability.

If you would like help filling out the application form, please contact me on Ext 164**.**

Completion of the Equal Opportunities Monitoring form is voluntary and does not form part of your application. However, we would appreciate it if you would complete the form so that we can monitor our employment practices effectively.

It may be useful to note in your diary that **interviews for this job will be held on Tuesday 1st October 2019** you will receive notification of whether or not you have been short listed as soon as possible before this date.

Sally Jobling- HR and Admin Officer