

Dear Applicant,

**RE: NEDCare Care and Support Staff vacancies**

Thank you for your interest in joining the NEDCare team!

Please read the below before starting your application:

NEDCare is committed to providing the best care and support possible. We can only do this by ensuring we recruit the best quality staff with the right skills. For this reason, our recruitment, selection and induction process is detailed and thorough. This can be time-consuming but, if successful, you can be certain that you have joined a team and an organisation that seeks to be outstanding in every way.

Please complete the enclosed application form in as much detail as possible. We would prefer it if you could complete most of your application form in typed format but would like it if you could complete your personal statement in your own handwriting and return this to us separately. We can print your electronic application form at our office but you will need to post, scan and email, or hand deliver your personal statement.

If for any reason it is difficult to complete either of these in the formats mentioned above, please get in touch with us and we will aim to accommodate any specific requirements in order to facilitate your application.

Before starting to fill out the application form, please read the person specification carefully and describe how you meet the criteria through your application form and supporting statement.

The selection process consists of the following elements

1. Application form and supporting statement.
2. Shortlisting.
3. Interview. (Will include an identity check.)
4. Conditional offer of employment, subject to checks (as below.)
5. Reference checks.
6. DBS check.
7. Offer of employment, subject to completion of probation period and identified training.
8. Client feedback during probation period.

*PTO..*

**DO REMEMBER:** Although the interview is a key part of the process, it is only ONE part. We recognise that potential employees may have a range of strengths so we aim to assess their

skills in a number of ways so we gain the most balanced and comprehensive view of them as a whole.

As a regulated service, inspected by the Care Quality Commission, we are subject to a strict regulatory framework which requires that we support all staff through training and continuous professional development. This applies to bank staff as equally as to regular Care and Support staff, although all training requirements will be proportionate to the role.

If you have any questions or would like to discuss the opportunities available, please email [info@nedcare.org](mailto:info@nedcare.org) in the first instance.

Thank you again for your interest in joining NEDCare. We do look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Simon Tickner', with a horizontal line underneath.

Simon Tickner  
Registered Manager