



Dear Applicant,

RE: NEDCare Care Staff Vacancies

Thank you for your interest in joining the NEDCare team!

Before you begin your application, please take a moment to read the information below:

At NEDCare, we are committed to providing the highest quality care and support for our community. Achieving this starts with recruiting people who share our dedication and values. That's why our recruitment, selection and induction process is thorough - it may take a little more time at first, but if successful, you can be confident you are joining a team and charity that strives for excellence in every way.

Please complete the enclosed application form in as much detail as possible. We prefer applications to be completed electronically and returned online, but we are also very happy to accept handwritten applications sent to our address at the footer of this letter. If you have difficulty with either format, please let us know – as a Disability Confident Employer, we are more than happy to accommodate specific requirements and support you through the process.

Additionally, if you have any questions while completing the form, feel free to contact us. We're here to help and want to make the process as straightforward as possible.

Before you start your application, please read the person specification carefully and use your application form and supporting statement to show how you meet the criteria.

The selection process consists of these elements:

1. Application form and supporting statement
2. Interview (including an identity check)
3. Conditional offer of employment, subject to further checks
4. Reference checks and DBS check
5. Offer of employment, subject to completion of probation period and necessary training
6. Client feedback during the probation period

Please remember that while the interview is an important part of the process, it is only one part. We know potential team members bring a wide range of strengths and experiences, so we use several assessment methods to get a balanced and comprehensive picture of each individual.

As a CQC-regulated service, we support all our staff with training and continuous professional development. This applies to all roles, whether you are joining us on a casual or contracted basis, with training requirements proportionate to your post.

If you have any questions or would like to discuss the opportunities available, please contact me directly at JaneTilsley@nedcare.org.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jane Tilsley', enclosed within a simple rectangular border.

Jane Tilsley

Registered Manager