

JEWISH CARE SCOTLAND

APPLICATION PROCEDURE

If you would like to speak about the post before deciding to apply, please call:

Ethne Woldman – Chief Executive 0141 620 1800

During office hours 8.45 am – 4.45 pm Monday to Thursday

We do not require a special application form but please send:

1. A letter of application indicating:
 - Why this post is of interest to you.
 - The particular factors in your background that make you believe that you have the qualifications and experience necessary to apply for the post.
2. A *curriculum vitae* giving: All your contact details, education, employment history including relevant voluntary work, and any other factors you consider relevant.
3. Contact details (name, address, phone, email) of two individuals who can provide references for you. We will not approach them until after interview; however we will take up references before an appointment is made. Please indicate if you wish us to check with you before approaching them.
4. Your sickness record over the last 2 years in terms of the number of absence periods, number of total days involved with any appropriate explanations.

Please use email to send us your application, where possible. This will help us to transmit your documents between panel members.

Send it to: admin@jcarescot.org.uk

Or post to Jewish Care Scotland, Walton Community Care Centre, May Terrace, Giffnock, Glasgow, G46 6LD – marked **Private and Confidential** for the attention of: **Maureen Solomons, Chair.**

Please put your letter, references and C.V. as attachments in Word or Adobe PDF so that we can print them off as good legible documents.

Your application should not exceed 6 pages.

Interviews with shortlisted candidates are likely to take place during weeks beginning 5th February, 2010.

CLOSING DATE FOR APPLICATIONS: 31st December, 2009