



Information for Applicants

PLEASE READ THE WHOLE OF THIS DOCUMENT
BEFORE APPLYING

It contains information which will improve
your chances of success

Where to find our application pack

Thank you for your interest in our vacancies. The 'Work with Us' section of our website contains our application pack and all the information you will need to apply for a vacancy.

Deadline and where to return your application

If you have read this document thoroughly and wish to apply, you should return the application form to me by 4pm on Friday 16th July 2010.

Our address is: Preston Carers Centre, 28 Church Street, Preston. PR1 3BQ.

If you would like an informal discussion about any of the roles

If you would like an informal chat about any of our positions, please do not hesitate to contact me on 01772 200 173 at anytime from 5th July 2010. If I am unable to take your call I will endeavour to get back to you as soon as I can, if you leave your contact details.

When / where will interviews be held

Interviews will be held during week commencing 26th July 2010 at Preston Carers Centre.

Using our Application Form

You must apply on our application form, answering all questions. CVs will not be considered, unless accompanied by a completed application form.

You must print out and hand write our application form and return a hard copy to us at Preston Carers Centre (sorry, we cannot accept emailed applications). You may use a computer to type your answer to section J. 'Supporting Evidence' and attach it to your application. If you do this, please indicate you have done this on the application form and write your name on the top of any attachments.

Linking your answers to the Person Specification

Please be aware that the Carers Centre uses a scoring system to shortlist candidates. The candidates that score the highest will be those who provide the best evidence as to how they meet each of the elements within the person specification. I recommend that you address each of these elements when providing the 'Supporting Information' requested in section J on page 4 of the application form, giving real examples from your professional or personal life.

Candidates who fail to address the person specification in their 'Supporting Information', or simply submit their CV instead of completing this section, are very unlikely to be shortlisted.

Please use additional sheets if required to answer any of the questions (ensuring to put your name at the top of each sheet).

Funding

This vacancy is a fixed term contract to 31 March 2011. The continuation of the post is subject to us securing continued funding, which we hope and plan to do but is not guaranteed.

When will you be contacted

Please note that only shortlisted candidates will be contacted. If you do not hear from us by 26th July 2010 please assume you have not been selected for interview – in which case, I would like to thank you in advance for taking the time to apply.

Thank you for taking an interest in our organisation

Thank you for taking an interest in our organisation and for applying for a role if you decide to do so. I look forward to hearing from you. Best of Luck!

Ben Blackman
Manager

Contact Details

Preston Carers Centre
28 Church Street
Preston PR1 3BQ

T: 01772 200173

E: ben@prestoncarers.org.uk

W: www.prestoncarers.org.uk