

## Guidance sheet for completing the Application Form

Thank you for expressing an interest in working for us. You can complete the form either electronically or by hand provided that all of our questions are answered. If you are completing the form in your own handwriting please use blue or black ink and make sure that your handwriting is clear. Forms that are uncompleted or very difficult to read may not be considered.

Completed application forms should be either -

1. Emailed to [recruitment@caledoniasc.co.uk](mailto:recruitment@caledoniasc.co.uk)
2. Posted to - Caledonia Social Care, 81 Oxford Street, Glasgow, G5 9EP

We welcome any supplementary information that you may care to provide in answering our questions, for example the personal statement. If using additional sheets please sign and date them at the bottom, ensuring that they are firmly secured to the application form. Please do not enclose CVs. The reason for this is that we aim to treat all applicants equally and fairly by asking everyone to complete the same application form rather than applicants selecting which information they wish to provide.

Our application form is an opportunity for you to persuade us that you are worthwhile interviewing. We are interested in what you have done, what experience and skills you have acquired, what you have learnt and how all of these might assist you for the job in question.

Please note that because we use a standard application form for all our posts, in some cases, depending on the nature of the post, some questions may not be relevant. Please check the job description and person specification to discover if you may ignore certain questions such as those to do with driving.

Any information that you supply will be treated as confidential. It will not be disclosed to any third parties and it will be considered only in relation to application for employment with Caledonia Social Care.

If you are short listed for an interview we will contact you to let you know what happens next.

Once again thank you for showing an interest in our work.

Derek Oliver  
Managing Director