

TEL: 01204-600 720
FAX: 01204-309 874

OUR REF:

YOUR REF: 234/21A

Dear applicant,

Vacancy: Carer/Housekeeper, St Joseph's, 10 Oldhams Lane, Bolton, BL1 6PN

Thank you for your interest in the above position.

I am pleased to provide you with an application pack which includes the following information regarding the post:

- Application Form
- Job Description
- Safeguarding Self Declaration Form (DBS4)
- Privacy Notice (Further details available at: <https://www.salesians.org.uk/uploads/privacy-statement-for-job-applicants.pdf?v=1581448539>)

The Salesians of Don Bosco UK is committed to promoting and safeguarding the welfare of children and adults and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and as such a satisfactory Enhanced DBS Disclosure with Barred List check will be required for the successful candidate.

If you are interested in applying for this post, please complete the Application Form in full and return it to me with a covering letter. Please also complete the Safeguarding Self Declaration Form and return it to the Safeguarding Coordinator at the above address. **Application forms received without a completed Safeguarding Self Declaration form (DBS4) will not be considered further in this recruitment process.**

Please note that we are unable to accept Curriculum Vitae without a completed application form.

If you have any queries about the application pack or the application process, or you require any assistance completing your application form, please contact me on 01204 600720 or alternatively email me at amparkinson@salesians.org.uk. The closing date for receipt of applications is Monday 29 March 2021.

I look forward to hearing from you.

With every good wish.

Yours sincerely,

AM Parkinson

Anne-Marie Parkinson
Provincial Office Manager

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