

14 January 2019

Dear Applicant

Support Worker – Stewartry - West Rural Service

Thank you for expressing an interest in the post of Support Worker based in Stewartry Service which covers Dalbeattie, Castle Douglas, Kirkcudbright and surrounding areas. The salary for this position is £8.75 per hour.

Successful candidates will be required to become a member of the Protecting Vulnerable Groups (PVG) Scheme for Adults/Children, the cost of which will be met by Crossroads.

A driving licence and use of a car is essential.

Please find enclosed the following documents:

- Employment Application Form
- Employment Application Form Guidelines for Applicants
- Equal Opportunities Monitoring Form
- Criminal Convictions Form
- Job Description
- Person Specification
- Service Information

Should you require the above information in an alternative format or wish to request a copy of the following policies please contact Human Resources on 0141 226 3793:

- Equal Opportunities Policy
- Protection of Children / Protection of Vulnerable Adults Policies
- PVG Policy / PVG Procedure
- Recruitment and Selection Policy and Procedure
- Recruitment and Employment of Ex-Offenders Policy

Please note that the closing date for applications is **12 noon on Thursday 31 January 2019.**

Completed applications should be returned to Sam Frost, Acting Service Manager at Crossroads Caring Scotland, National Office, 24 George Square, Glasgow, G2 1EG or by emailing recruitment@crossroads-scotland.co.uk.

Please ensure you add sufficient postage and the correct postal address when returning your application form by post. Insufficient postage may result in delaying your application form being returned by the closing date. Late applications will not be accepted.

I look forward to receiving your completed application form.

Yours sincerely



Joe McGeady
Operational Director