

December 2019



Hello and thank you for expressing your interest in applying to
Due to the current needs of the organisation, we are seeking drivers to join **halow**.

This opportunity is ideal for people wanting to fit a rewarding job around a family or other part time commitments. This would be shift work across the week delivering a hours care and support for our young people to help them with their personal goals working towards being as independent as possible either in the community or in their own home. Due to the nature and requirements of the job we are seeking drivers with their own car. We have **flexible hours, part time and full time contracts** available – please state on your form which you are interested in.

In order to pursue your interest and apply to be a Buddy, we have broken the application process into the following steps to make it as easy as possible for you:

Step 1

In addition to this covering note, please download the following documents:

- Job Description & Person Specification
- Application Form
- Equality Monitoring Form
- Applicant Privacy Notice

Step 2

Please read the job description and person specification to gain a better view of what the role entails.

Step 3

Please complete the application form to the best of your ability, indicating which Buddying location you are applying for plus ensuring that you highlight your relevant experience, skills and knowledge wherever possible (this really helps us when we review your application).

Step 4

Once you are satisfied with your complete application form, please send it to us via email (jobs@halowproject.org.uk)

Please make sure that you submit your application before the closing deadline of **Friday 20th December**

2019 at 5pm.

Step 5

Once you have submitted your application, you will receive an email from one of our team acknowledging receipt of your application.

Interview Arrangements

Interviews will be taking place throughout the course of the advertising period, we therefore encourage interested applicants to submit their applications sooner rather than later.

We very much hope that you decide to apply to be a Buddy and look forward to receiving your application.

Graham O'Connor | Interim Director

jobs@halowproject.org.uk