March 2020

Hello and thank you for expressing your interest in applying to be a Buddy (30 hours p/w) with **halow care**.

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 few hours care and support for our young people to help them with their personal goals working towards being as independent as possible. Due to the nature and requirements of the job we are seeking drivers with their own car.

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, 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 (hr@halowproject.org.uk)

Please make sure that you submit your application before the closing deadline of **Friday 27th March 2020** do submit your application as early as possible.

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 (30 hours p/w) and look forward to receiving your application.

Graham O'Connor | Director od halow project Service