



Registered Address:
4 Ethie Place
Arbroath
Angus
DD11 4AA

Email:
info@thelearningtree.org.uk

The Learning Tree Partnership
SCIO
Registered in Scotland
as a Charity. SC046044

PRIVATE AND CONFIDENTIAL

Dear Candidate,

POST : Support Worker – part time, 20 hours per week

Thank you for applying for the post of Part-time Support Worker with The Learning Tree Partnership. Please find enclosed an Application Pack which contains

- Job Description / Person Specification
- Application Form
- Equal Opportunities Monitoring Form
- Criminal Convictions Declaration Form

Please ensure you complete the application form fully and provide us with sufficient information to contact you, including a day time phone number, in case we need to get in touch with you at short notice.

In the “Personal Statement” section of the form, please detail your experiences, skills, knowledge and achievements gained in present and past employment or other activities which may be relevant to the job. Please provide examples of how you meet the Person Specification. We shortlist on the basis of the information you give us, so please make sure you are including all the relevant information.

You may support your application with additional numbered sheets if required.

A Curriculum Vitae (CV) will not be accepted.

Due to the number of applications we expect to receive, it will not possible to acknowledge receipt of an application on an individual basis. Invitations for interview will be issued within 3-4 days of the closing date. If you have not been invited for interview by this date, you can assume you have been unsuccessful on this occasion.

In accordance with Data Protection the information that you provide for us for the purpose of recruitment and selection shall be kept confidentially and if you are not selected, will be disposed of confidentially after 6 months.

Please return your completed application along with the equality monitoring form and the self declaration form either by email to: info@thelearningtree.org.uk or by post marked Private and Confidential to:-

Morag McKenzie,
Development Worker,
The Learning Tree Partnership,
First Floor, 8 Grant Road,
Arbroath, DD11 1JN.

Thank you for your interest in working for The Learning Tree Partnership.

Yours sincerely

Morag McKenzie
Development Worker