



Date as postmark

Dear Applicant

Thank you for your interest in this post. We have pleasure in enclosing a job description and person specification together with an application form. This should be completed and returned to this office by the advertised closing date.

Equal Opportunities Policy: Hospice at Home West Cumbria is an equal opportunities employer and will consider all applicants based on suitability regardless of gender, sexuality, associations, creed, colour, ethnic origins, race, age, marital status or disability. We will also ensure that no employee or job applicant receives less favourable treatment on grounds which are unlawful or which are not relevant to the requirements of the particular job.

Please note that, in order to maintain our equal opportunity measures, **CVs and other additional information such as testimonials will not be forwarded to those short listing**, so you should ensure that all relevant information is given on the application form or continuation sheets.

Any offer of employment will be subject to the applicant complying with process required by the Care Quality Commission and the Disclosure and Barring Service.

Data Protection: The information given on this application will be stored in a secure area for the period of your employment should you be appointed, and for a further period of seven years following the date of leaving employment. Aspects of your application will also be stored or filed on a computer information system. If you are not appointed, the information will be stored in a secure area for a period of six months following application or interview. At the end of this period your records will be destroyed under confidential conditions.

Completing the Application Form: Please note the following when completing your application form:

- **Complete all the sections in black ink** and provide all the information requested
- To shortlist applicants, we need to identify that they meet the criteria on the person specification, we can only do this if you tell us in the section asking for additional information how you meet the criteria

/continued ...

Hospice at Home West Cumbria is committed to protecting your privacy. It is in our legitimate interest to use your data to process any donation(s) we may receive from you; for administration purposes; for internal record keeping and to check on your preferences from time to time to ensure they are up to date. For further information about our Privacy Policy, please see our website.

Patron: His Royal Highness The Prince of Wales; **President:** Dr E B Herd;
Vice Presidents: Mrs M E Todd, Mr R Stout, Dr R Walker; **Chair:** Brendon Cook; **CEO:** Julie Monk

Head Office:

Therapy and Information Centre
10 Finkle Street, Workington,
Cumbria, CA14 2BB
Telephone: 01900 873173
Email: info@hhwc.org.uk

Clinical Enquiries:

Workington Community Hospital
Park Lane, Workington
Cumbria, CA14 2RW
Telephone: 01900 705200
Email: adminHAHWCC@ncumbria.nhs.uk

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- You should keep the information in the section on additional information relevant to the post you are applying for and should put particular emphasis on the essential criteria.

Interview and Appointment Process: As a local charity we are constantly striving to make best use of our funds to provide an effective service to the people of West Cumbria. As part of this effort, we regretfully do not acknowledge receipt of application forms. The timetable for this vacancy is as follows:

- **Closing date for applications: open recruitment**

Please return your form to:

Carol Robertson
Business Support Manager
10 Finkle Street
Workington
Cumbria CA14 2BB
carol.robertson@hhwc.org.uk

If you have not heard from us with interview details within seven working days of the shortlisting date you may assume that on this occasion your application has not been successful.

- **Interviews will take place on: to be confirmed**

IF YOU NEED THIS DOCUMENT IN A LARGER PRINT, PLEASE CONTACT US ON 01900 873173

May I express my thanks for the interest you have shown for employment with Hospice at Home West Cumbria and wish you every success with your application.

Yours faithfully

C A Robertson

Carol Robertson
Business Support Manager

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