

Ref: DC/STD/0013

Dear Applicant

Re: Application for the post of Domestic Care Worker

Thank you for your interest in the above position. Please find enclosed an application form and basic job description, which will be fully explained to you should an interview take place.

Age UK Northamptonshire employs Domestic Care Workers to assist their clients to maintain independent living in their own home. The working hours are variable according to each applicant's individual needs. Please see **Job Description** for the hourly rate.

Please return the application form as soon as possible. If, after three months, you have not been invited for an interview, then your application will be destroyed.

You should also be aware that if your application is successful, we are required by law to undertake a police check via the DBS (Disclosure Barring Service). DBS checks are now processed online, so in order to do this you will need to have a valid email address and computer access. There is currently a charge of £28.50 for this to be undertaken, which is payable directly to Age UK Northamptonshire by the employee, before commencement of employment. This is however, refunded to you by Age UK Northamptonshire after satisfactory completion of 3 months service.

If you have any queries or require any further information, please telephone the Domestic Care office on 01604 611211.

Thank you for your interest in this position.

Yours sincerely

David Haynes/Debbie O'Sullivan
Domestic Care Department