



Dear Applicant

Subject: Application for role of Day Service Supervisor

Thank you for requesting further information about this role, we appreciate all applications as we know how much time is put into them.

Please send your CV to admin@branchingoutuk.com by 10th May (closing date)

Attached with this letter you will find the following documents:

- Job Description – *please read the job description carefully. When completing your supporting statement (see below) please demonstrate your ability to carry out the job description so that you can be assessed in the selection criteria against the requirements for the role.*
- Equal Opportunities form - *to be returned to admin@branchingoutuk.com*
- A copy of Branching Out's Values
- To help with the selection process please submit a supporting statement with your application form (no more than two sides of A4) telling us a bit about you, the skills you would bring to this role, and the objectives you would want to achieve in your first six months.

Please note this role will require the post holder to work on the same premises as adults with learning disabilities and is therefore subject to an enhanced Disclosure barring Service check.

Once we have received your completed application form it will be submitted to the selection process.

Your completed Equal Opportunities Form will be sent separately to be kept for analysis purposes only, to help the organisation review how we are doing with meeting equal opportunities obligations.

If you are selected for interview, you will be contacted after the selection process to organise an agreed date and time.

Kind Regards

Ms Rachel Wiggans – Day Services Manager, Branching Out