



Firstly, we would like to thank you for your interest in our organisation. This welcome letter will provide you with history about Anderida Adolescent Care, guidance on how to fully complete your application form and how the application process works.

Please ensure that your application pack includes the following:

- Application Form
- Office Assistant Job Description
- Candidate Privacy Notice
- Safeguarding Procedure

(If you have applied through the website please e-mail admin@anderidacare.co.uk to request a copy of our Candidate Privacy Notice and Safeguarding Procedure)

ANDERIDA HISTORY

Anderida Adolescent Care was established in 1991 in recognition of a lack of adequate provision for the more problematic adolescent. Our resources include a 2:1 and a 1:1 resource as well as a facility for time out and crisis intervention.

The organisation aims to provide an innovative solution to the placement difficulties encountered with children close to school leaving age whose disturbed, disruptive behaviour limits the options available to them.

At our Anderida Learning Centre, we encourage flexible learning within a personalised framework that will motivate disaffected learners and young people who display EBD or EBSD. We expect all learners to gain nationally accredited qualifications which will support them in achieving future stability.

The key principles of the Anderida Learning Centre provision are that of personalisation, creativity and appropriateness. Through a detailed needs analysis all learners are guided into making carefully informed choices about their learning and the pathways in which they will specialise.

COMPLETING YOUR APPLICATION

Applications will only be accepted on the attached form and on any continuation sheets, if required.

Please do not send us your curriculum vitae (CV) in place of any part of the form.

Your application form will be photocopied; therefore, it should be typed or written in black ink.

Before you start to complete the application form, you should refer to the Job Description which details the knowledge, experience, skills and ability required. All sections of this form **MUST** be completed in full, leaving no gaps in education and / or employment history, with all dates (please include months) running consecutively.

Education Section - please list your relevant qualifications in chronological date order.

Relevant National Vocational Qualifications (NVQ) and Apprenticeships should be included in this section.

If you require further help, please contact our Head Office on 01323 410655 or email admin@anderidacare.co.uk

APPLICATION PROCESS

Once we are in receipt of your **fully** completed application, the stages of the recruitment process are as follows:

- 1) Your application is reviewed, if your application form is shortlisted you will receive an invite to a formal interview
- 2) Formal interview
- 3) If successful, your DBS is sent off
- 4) Your references are contacted
- 5) Once in receipt of satisfactory DBS and references, your start date will be arranged.

RESOURCES

Below you will find some useful resources and information on our website

Anderida Adolescent Care website- <http://www.anderidacare.co.uk/>

Information on each of our homes- <https://www.anderidacare.co.uk/residential-child-care>

Meet our team- <https://www.anderidacare.co.uk/meet-the-leadership-team>