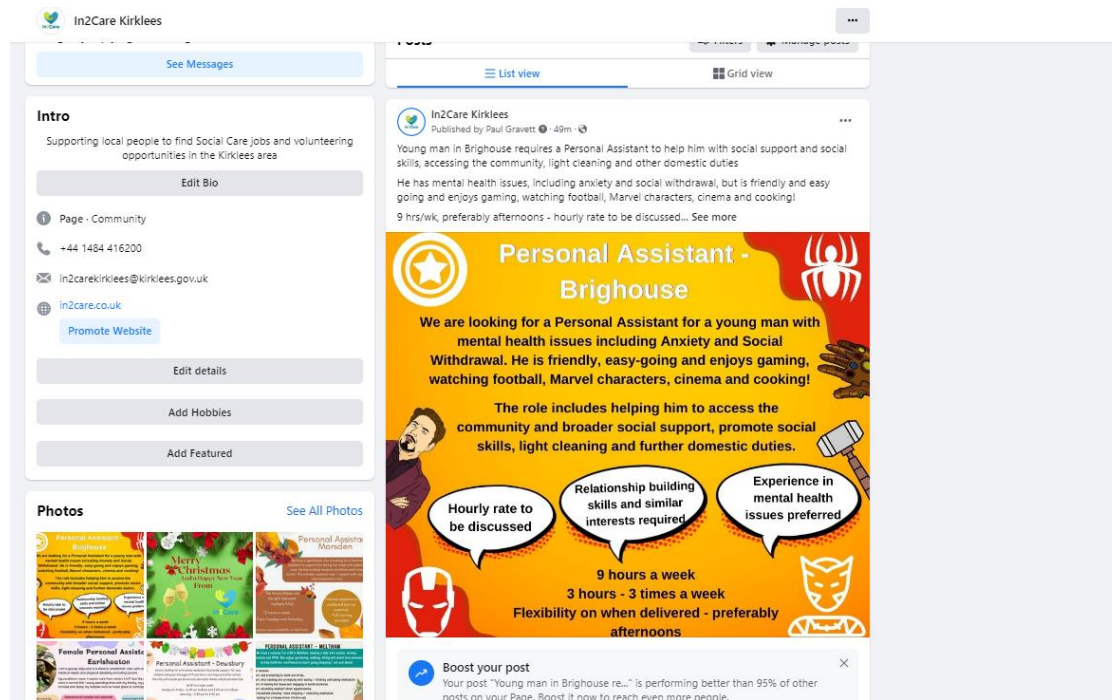


# Applying for a role, a handy guide...

## Step one

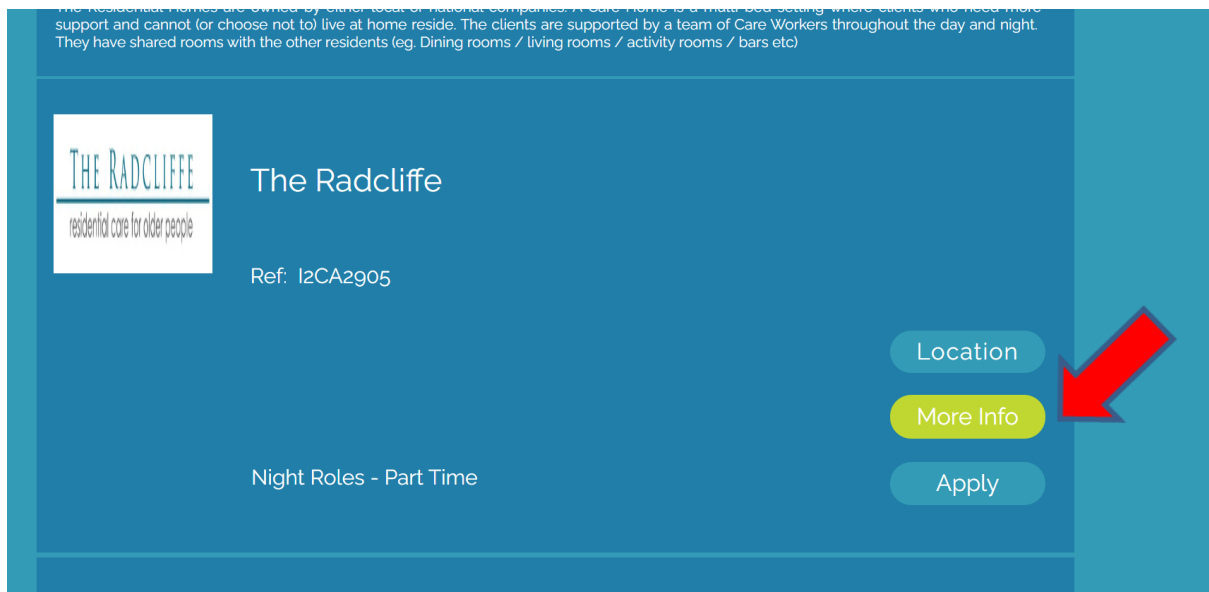
There are two places to see where the vacant job opportunities are, either on our Facebook page or on our website, see below.



On our website, we have categorised the vacancies into the various types of care, see also the PA Hub for Personal Assistant Vacancies and the Volunteer Hub for voluntary opportunities.

## Step Two

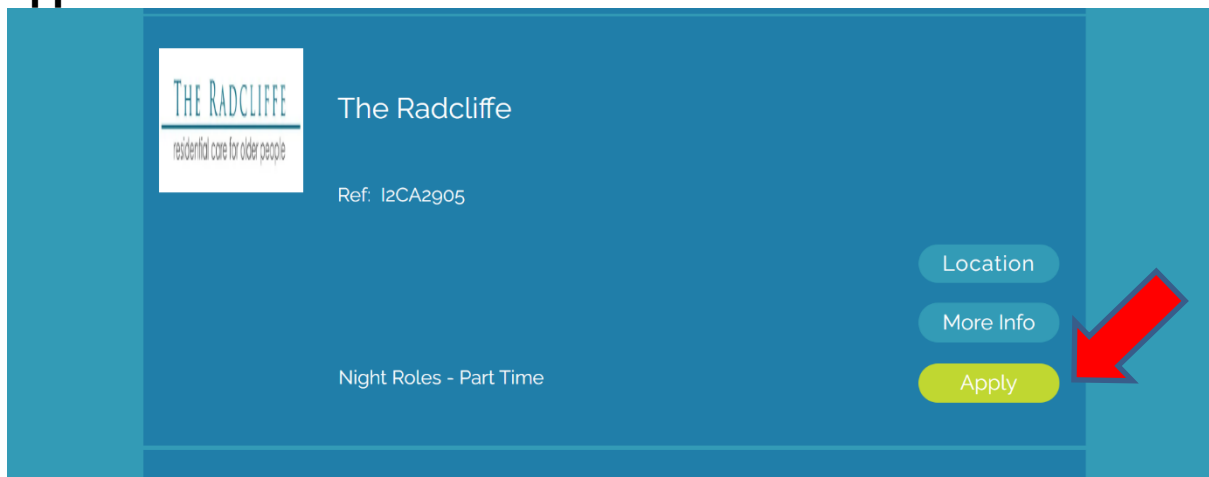
**Once you have found a role you like the look of, you can access the advert to see more about the role by clicking on the more info button**



**On Facebook, you will have already seen further information attached to the post.**

## Step Three

**Click on the apply button which will then take you to the application form**



**On Facebook, simply click see more and you will see there is a link to follow to apply.**

## Example of an application form



 **I2CA2905 - The Radcliffe - Part Time Night Carer**

Thank you for getting in touch with us at In2Care Kirklees regarding this vacancy.

Please complete the form below which is the information required by the employer.

If you would like further support from In2Care Kirklees then we can also share your details with a wide range of Social Care employers to see if they have other vacancies to suit you based on your requirements.

To register with us and receive IMMEDIATE support, choose the "register now" option when asked if you would like to receive further support from In2Care. You will then be asked to provide us with some more details.

If you don't have time now, don't worry, we will send you an email link on completion of this form. You can then complete the In2Care registration form when you are ready.

Good luck!!!!

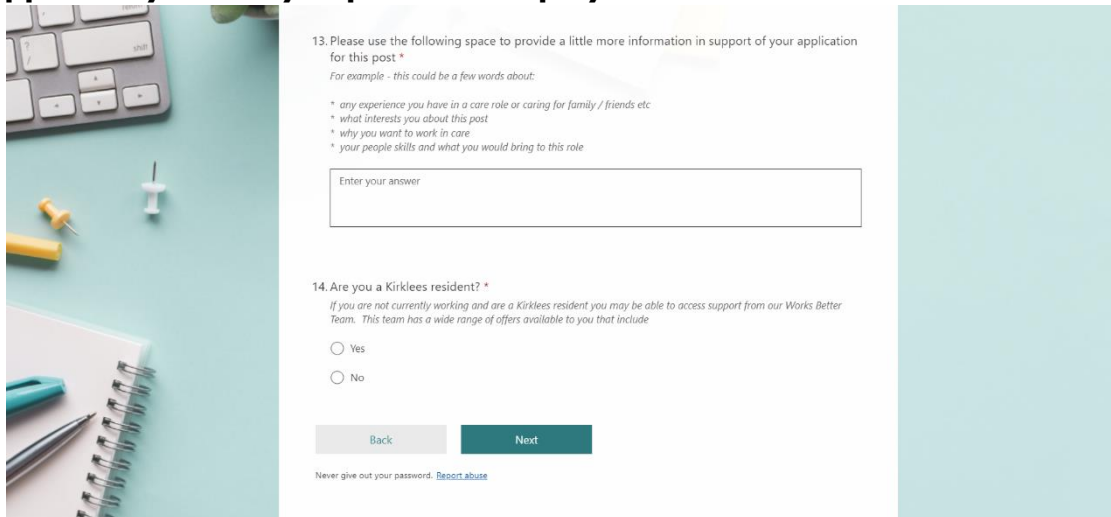
You can also visit our website at <https://in2care.co.uk>

Please note, if you would like to contact In2Care Kirklees at any point - call 01484 416200

If you would like to know more about how In2Care processes your personal data - please see our Privacy Policy at <https://www.kirklees.gov.uk/beta/information-and-data/pdf/privacy-notice-in2care.pdf>

## Step Four

Fill out the form, paying particular attention to requirements stated on the advert e.g. a driving license being required, and the question which asks for further information, this is the equivalent of a cover letter and your best opportunity to really impress the employer!



13. Please use the following space to provide a little more information in support of your application for this post \*

*For example - this could be a few words about:*

- \* any experience you have in a care role or caring for family / friends etc
- \* what interests you about this post
- \* why you want to work in care
- \* your people skills and what you would bring to this role

Enter your answer

14. Are you a Kirklees resident? \*

*If you are not currently working and are a Kirklees resident you may be able to access support from our Works Better Team. This team has a wide range of offers available to you that include*

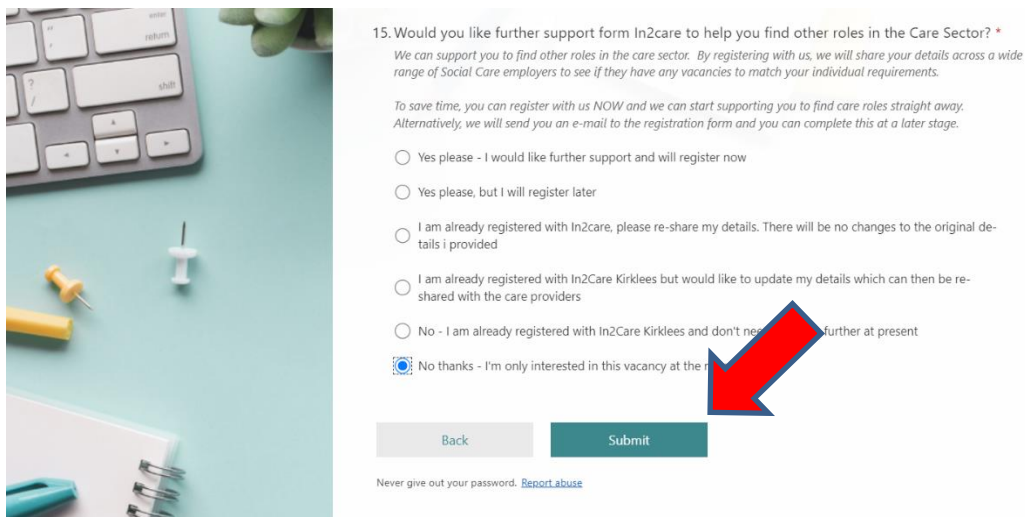
Yes

No

Never give out your password. [Report abuse](#)

## Step Five

Once done, simply click submit!



15. Would you like further support from In2Care to help you find other roles in the Care Sector? \*

*We can support you to find other roles in the care sector. By registering with us, we will share your details across a wide range of Social Care employers to see if they have any vacancies to match your individual requirements.*

*To save time, you can register with us NOW and we can start supporting you to find care roles straight away. Alternatively, we will send you an e-mail to the registration form and you can complete this at a later stage.*

Yes please - I would like further support and will register now

Yes please, but I will register later

I am already registered with In2Care, please re-share my details. There will be no changes to the original details i provided

I am already registered with In2Care Kirklees but would like to update my details which can then be re-shared with the care providers

No - I am already registered with In2Care Kirklees and don't need further support at present

No thanks - I'm only interested in this vacancy at the moment

Never give out your password. [Report abuse](#)