

## **Social Care Careers – How to Apply**

Thank you for your interest in working in Social Care.

To search and access live vacancy information please visit <a href="https://www.birmingham.gov.uk/jobs">www.birmingham.gov.uk/jobs</a> where you will have immediate access to current vacancy information and the opportunity to download an application pack or complete an application form online.

Completing the application form is the first step in the recruitment process. This will be a criteria based selection process and it is essential that in your application you give evidence and / or examples of the 'knowledge, experience and skills section of the person specification'. CVs will not be accepted unless accompanied by a completed application form. Candidates invited for interview will be given the opportunity to develop their

responses in more detail.

You should also ensure that you have included your home, work and mobile telephone contact numbers and email address.

Please provide names, positions, organisations, email/postal addresses and telephone numbers of two referees, one of whom should be your current or most recent employer. Please do indicate if you do not wish for them to be contacted without your permission.

