

Centralised Recruitment Job Form

Part 1 – To be completed IN FULL by Home Manager and emailed to p.carrick@osjct.co.uk

Home:	Buckland Court	Vacancy Title:	Housekeeper
No. of Vacancies:	2	Full / Part Time:	Part Time
Hours per week:	21	Rate of Pay:	£6.75
Will this role include weekends / evenings? Please specify:		This post needs to be flexible as day, evening and weekend cover is needed.	
Any other information:			

Part 2 - To be completed by Wiltshire Office Admin

Job Ref:		Job Centre Ref:	
OSJCT Website date:		Internal Ad:	YES / NO
Newspaper ad:	Name and Date:	Copy of Ad attached:	YES / NO
Closing Date:		Date applications sent to home:	
Any other information:			