



Registered Charity 1157806

The Arc Community Hub

(operated by Grange Park Centre Charity)

Caretaker Job Application

Please respond to the following questions to help us understand why you are best placed to join us as Caretaker.

Refer to the job description in describing your skills and experience and please stick to the word limits provided.

Please note that as part of our process, once appointed you would be DBS - cleared to ensure you could be on-site with any vulnerable centre users as may be required.

Communicating in writing is not an important aspect of this job. If you would like any assistance in completing this form, or would prefer to apply via a telephone interview, please contact us.

Part 1: About You

Name:

Address:

Telephone:

Email:

Do you have a right to work in the UK? Yes / No

Are you happy with being DBS-checked as part of your application? Yes / No

Are you happy to provide two references as part of your application? Yes / No

Part 2: Motivation

What is your interest in working for the community hub in the role of caretaker? (250 words).



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3: Your Skills

What skills and experience can you bring to this role? Please read the job description and person specification to see what we are looking for. For each skill or area of experience, explain where you gained this and please give an example of a situation you managed. (600 words).

For example – “I have experience of working with the public from when I worked in X shop in 2018. I had to make sure customers were happy and solve problems. One customer had a problem with an item, which I dealt with by fixing it for them and checking with the manager if we could offer something extra as an apology.”

Part 4: Relevant Experience

Have you acted in a similar role before? Describe the situation, what you did, the challenges you faced and what the outcome was. (250 words).



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| Part 5: Anything Else? |
| <p>If there is anything else which you think it is important for us to know about you and your suitability for this role please use this space to tell us.</p> |

Please return this completed form or contact us to do this by telephone instead, **by 3rd October** to opsmanager@grangeparkcentre.org.uk