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(For Headed Paper)

Thank you for your enquiry for the post of _____

This organisation is committed to employing the quality of staff required to enable the business to meet the requirements contained within the Health and Social Care Act (Regulated Activities) Regulations 2014. Please find enclosed the following documents;

- Applicant's Guide
- Application Form
- Person Specification
- Job Description
- Monitoring and Accountability Policy

The Applicant's guide should be read before completing the application form. This will assist in making clear the requirements for all new employees, before commencement of employment. If there are any queries regarding the contents of this guidance, please do not hesitate to call us on the above number where we will be happy to assist.

Signed for, and on behalf of Care 24/7 Healthcare Ltd.

Date:

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