

Social Care Recruitment Open Day

Thanks for your interest in working in Social Care or Care at Home with the Council. With this open day we are aiming to:

- Enable people to apply quickly and easily.
- Meet with managers and staff to have an informal discussion about working in social care or care at home.
- Be able to be interviewed for a job in social care or care at home.
- Where successful complete as much as possible of the necessary recruitment checks.
- Leave with an offer of a job.

Don't worry - it sounds a lot more complicated than it is!

To keep things simple and safe what we are asking that you do is as follows:

- Complete the online short/simple application via www.myjobscotland.gov.uk/orkney or if you want call HR Support on 01856 873535 ext. 2250 (Monday to Friday 9am – 5pm) and we will send one out to you.
- Submit/return your application by Sunday 24 July at the latest and we will then send you an email to ask you to select a time slot for the open day.
- The open days will be held in Kirkwall on 3 August or Stromness on 4 August, both between 10am and 2pm.

Please do not just turn up on the day, without having booked a slot.

For anyone either not able to come along on the day or who would prefer, we are also offering telephone or online discussions via Microsoft Teams as well.

You must still complete the application for an booked a slot for the telephone or Teams discussion.

- Then turn up on the day with all your questions and have a chat.
- On the day so you can complete the recruitment checks please remember to take the following along with you:
 - Your passport so we know that you can work in the UK. If you don't have a passport please take you birth certificate and something which shows your National Insurance Number, for example an old payslip/P60 or your National Insurance Card.

- Two other forms of identification, for example your driving licence, a bill or other official document that shows your name and address.
- If you have relevant qualifications, the original certificates.
- If you are a PVG Scheme member, your current PVG Scheme certificate or number.
- If you are interested in working as a Mobile Community Responder we will need you to take along your Driving Licence.

If you have any questions please do not hesitate to contact us.