



48 Albert Road
St. Philips
Bristol
BS2 OXA
0117 9714197

info@bristolarc.org.uk
Chairman: Steve Crossman
President: Jonathan P. Parker

Dear applicant,

Thank you for your interest in the Bristol Animal Rescue Centre. Please ensure that you are applying for the Animal Care Assistant role in your application.

This is a full time role, 40 hours per week worked on a rolling four week rota, including weekend work, working 8 hour shifts to cover the hours of 8am to 10pm, on any day of the week.

Enclosed is an application pack containing:

- Job description and person specification
- Application form

The closing date for returning completed application forms is **Friday 7th May 2021 at 5pm.** Interviews are planned for the week starting **Monday 17th May onwards.** Important guidance on completing the application can be found below.

Whilst we would like to be able to write to each applicant individually to let them know the outcome of their application, unfortunately the cost of doing so is prohibitive for an organisation with charitable status. Therefore, if you have not heard from us within 3 weeks of the closing date, please assume your application has been unsuccessful on this occasion.

If you have any queries about the position for which you are applying, please contact me on 0117 9776043 or info@bristolarc.org.uk.

Guidance notes for applicants

The decision on whether to invite you for an interview will be made on the basis of the information you provide on the enclosed application form.

- If returning your application by post, please complete the application form in black pen, so that it can be easily read and photocopied, or you can return the form by email to the address provided on the application form.
- Please read the job description and person specification carefully. Applicants will be shortlisted based upon the extent to which they demonstrate their ability to do the job and meet the necessary skills, attributes, experience and qualifications.
- Please complete all sections of the form - do not enclose a CV, as these will not be considered during the short listing process. If a section does not apply to you, please mark it as such, but do not leave any sections blank.
- Supporting Statement- This section of the application form is particularly important. When completing your application, you must show that you meet the person specification. This is most easily done by taking each point in turn, and demonstrating rather than just stating how you meet each part of the criteria.
- Asylum and Immigration Act- The Asylum and Immigration Act makes it a criminal offence to employ a person who is not entitled to live or work in the UK. All applicants shortlisted

Helping, healing, homing since 1887

Bristol Animal Rescue Centre and Bristol A.R.C. are the working names for RSPCA Bristol & District Branch (a charity registered in England & Wales 205858). Funds raised may be used at the discretion of the Branch Trustees to support the work of Bristol Dogs and Cats Home (a charity registered in England & Wales 205858-1).





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for interview will be asked to produce documentary evidence to support this before employment commences.

Good luck with your application.

J Hayward
Animal Home Manager

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