

## How to complete a job application.

Vacancies are mainly advertised through these following websites:

- [www.property.nhs.uk/careers/current-vacancies](http://www.property.nhs.uk/careers/current-vacancies)
- <http://trac.jobs>
- [www.jobs.nhs.uk](http://www.jobs.nhs.uk)
- [www.nhscareerssouthwestlondon.nhs.uk](http://www.nhscareerssouthwestlondon.nhs.uk)
- <https://jobs.communitycare.co.uk/?intcmp=Jobs-Navbar>
- [www.carehome.co.uk/jobs/](http://www.carehome.co.uk/jobs/)
- [www.charityjob.co.uk/jobs/social+care-development](http://www.charityjob.co.uk/jobs/social+care-development)
- [www.homecare.co.uk/jobs/](http://www.homecare.co.uk/jobs/)

## Covering Statement Sample

Covering statements add context to your CV and act as supporting information when applying for jobs in the NHS. It is an important tool that allows you to showcase what you know about the role, organisation and highlight your unique suitability for the job.

**First paragraph** is your opening statement where you write about why you are applying for the job and where you saw it advertised.

**Second paragraph** you highlight relevant experience that demonstrates how your skills match the job's specific requirements as described in the job description – 'job responsibilities'.

**Third paragraph** you write about why you are suitable for the job, why you are interested in this particular organisation and what you can offer the organisation.

**Last paragraph**, you close your cover letter by reiterating your interest in the job and indicate your desire for an interview.