

Tom Brennan

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Mrs Lorna Pascoe
Registered Manager
Hartley Brook House
40 Lipson Hill
Plymouth PL4 7AB

Dear Mrs Pascoe

Application for Care Assistant (days and weekends)

I am applying for the Care Assistant post at Hartley Brook House, advertised on your website. I have not worked in care yet, but for two years I have helped look after my grandmother at home, and I volunteer each week at a care home activity afternoon.

At home I help my grandmother wash and dress, make meals she can manage and remind her to take her medication. One week she was eating less and seemed more confused, so I rang her GP surgery that morning; she was seen the same day and treated for an infection.

In the kitchen at The Anchor Kitchen I check every order against the allergen chart before it leaves, and I have not missed a shift in the last 12 months, including earlies, lates and weekends. Your advert says new staff complete the Care Certificate with a named mentor, and that is how I want to learn.

I can work days, evenings and weekends, and I hold Emergency First Aid at Work and a full UK driving licence. I am happy to apply for an enhanced DBS check. My CV is attached, and I would be glad to come in for a trial shift. Thank you for considering my application.

Yours sincerely

Tom Brennan