

Community Caring Ltd.

"Investors in People"



EMPLOYMENT APPLICATION FORM

Post applied for:		How did you hear of this vacancy?	
FULL name:		NI number:	
Maiden name: <i>(If applicable)</i>		DOB:	
Mobile:		Home:	
Full Address & postcode:		E-mail address:	
Qualifications, training & certificates: <i>Full training is provided so prior qualifications are desirable, but not essential. (Any certificates obtained will be required)</i>			
Health & Social care NVQ level 2:	Health & Social care NVQ level 3:	Diploma in health and social care:	
Other training courses completed: <i>(please specify)</i>			
School attended	To	From	Examinations passed / received
References: <i>(May be requested now unless you indicate otherwise) One reference MUST BE your current/last employer. Employment cannot be confirmed without satisfactory references.</i>			
Name of referee	Position	Name & address of organisation	Tel / E-mail
<i>(Current / most recent employer)</i>			

Employment history: *(please list in order and explain any gaps)*

From	To	Post held	Salary	Employer / address	Reason for leaving

Experience relevant to this post, Hobbies & interests:

Nationality:	British?	Other?	Do you need permission to work in the UK?	Yes	No
If other: What Nationality are you?			Do you have photo Identification?	Yes	No
Were you born in the UK?	Yes	No	Passport	Driving Licence	Citizen Card
If No: Which country?			Comments:		

If appointed, when would you be free to take appointment?

Employment is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) order 1975 and is subject to disclosure under the Care Standards Act 2000.

Do you have, or have you ever had a criminal record, or been subject to any conditional discharges, bindovers or cautions?

(If yes, full details must be given on declaration form)

Yes

No

I declare that the information contained in this application is accurate, and understand that any false declaration will invalidate the application, or result in dismissal if discovered after appointment.

I understand that the company may require medical information, either from my own doctor or from alternative examination, arranged by the company. Permission is given by signing this application.

Signature: _____ Date: _____

For office use only.

Reference 1	Date sent:	Date returned:	Date confirmed:
Reference 2			
Reference 3			

Staff Availability

Please indicate your proposed availability below:

Regular weekend commitment is required. Times indicate the "usual" shift patterns and are subject to change (if commitments require you to differ from them – please indicate)

	Am (0700-1100)	Lunch (1100-1400)	Tea (1600-1900)	Eve (1900-2200)	Nights (overnight)
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

Comments

Roughly how many hours per week are you looking for? _____

Geographical Areas Availability

Do you have your own transport?

YES

NO

If so, please specify what form of transport you use: _____

Please circle the areas that you are available to work in; *Areas are set into zones. You will be placed in one zone for your entire shift, some travelling between calls will be required.*

Upton	Birkenhead	Bebington	Heswall
Woodchurch	Prenton	Bromborough	Pensby
Greasby	Oxton	Port-sunlight	Irby
Hoylake/Meols	Tranmere	Eastham	Thingwall
Frankby/Caldy/ West Kirby	Rock Ferry	Spital	Thornton-hough
Moreton/ Leasowe	New Ferry		

Comments

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Personal Declaration Regarding Criminal Convictions

Name:	Address:
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I understand the position offered is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and is subject to disclosure under the Care Standards Act 2000.
 I declare that I DO NOT, nor have I ever; possessed a criminal record, nor have I been subject to any conditional discharges, bind overs or cautions.

Signed: Date:
(If applicable)

If you are unable to sign the above declaration;
 Please list any convictions, conditional discharges, bind overs or cautions.

Date	Offence	Sentence

If you have ever been barred from working with vulnerable adults or children, or you have a criminal record which has resulted in you being placed on the POVA or POCA list, please indicate clearly below:

Are you on the POVA list? Are you on the POCA list?

Declaration:

- I declare the above information to be true and I understand that providing false information would lead to my employment being terminated immediately.
- I understand that I am responsible for the cost for an Enhanced DBS check.
- I understand that failure to disclose any issues could result in my offer of employment being cancelled or employment being terminated.
- I understand that my employment offer is subject to satisfactory results of the DBS check.

Signed: Print Name:
Date:

For office use only.

DBS. check initiated	Date:	
DBS Disclosure received	Date:	
Details / Employment confirmed	YES	NO
	Date:	

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CARER / ENABLER JOB DESCRIPTION

Accountable to: Senior carer / Managers / Directors

AIM: As part of the care team...

- a) To provide a care service to clients as shown in the care plan
- b) To support and help relatives and visitors where necessary
- c) To promote services users wishes
- d) To promote the aims and philosophy of the company at all times

KEY OBJECTIVES

- 1. To implement the care plan for the individual service users for whom you are caring for.**
 - By being involved in the service users care, reporting any changes and regular assessment and logging of needs
 - By providing the care services as agreed in the care plan, with the service user and their advocates
 - By enabling the client to remain independent and safe in their own home for as long as possible
- 2. To provide a holistic individual care and support service to service users.**
 - By helping with the physical care needs of the client, including (but not limited to) dressing, personal care and hygiene, eating
 - By ensuring service users environments and possessions are safe and cared for
 - By responding to, contributing to and being mindful of the services users needs: physically, socially, emotionally and intellectually
 - By promoting service users wishes whilst ensuring they are safe
 - By helping service users to maintain their contacts with friends, relatives and community links
- 3. To support the relatives and friends of service users.**
 - By welcoming them and making them feel part of the care given
 - By answering questions and talking to them about their relative/friend – whilst giving due care to confidentiality procedures
 - By helping them through times of emotional crisis – such as bereavement.
- 4. To help create an atmosphere within which a service user can exercise the maximum amount of choice and direction over their own lives.**
 - By following the Community Caring LTD philosophy's and protocols (refer to staff handbook)
 - By ensuring that all care given is as outlined in the care plan and follows the service users wishes and needs
 - By immediately responding to any reasonable queries, choices and visitors

5. To be a valuable part of the care team.

- By recognising the importance of teamwork in maintaining a safe, caring, functional and reliable environment for service users
- By attending all training, appointments and staff meetings when required

6. To write up records, reports and other documents; as required.

- By ensuring paperwork is completed fully, promptly and correctly
- By ensuring paperwork is completed neatly and factually to allow other staff or necessary agencies to read

7. To assist with other tasks as directed.

- By following instructions or requests by your senior/management
- By helping with the cover of duties of others when absence, emergencies or holiday arise

PERSON SPECIFICATION

To be successful in the post of a carer / enabler you will need:

- a) A naturally compassionate, kind, patient and friendly demeanour
- b) An ability to communicate well with others, showing respect and dignity, regardless of situation
- c) An ability to work as part of a team
- d) The motivation to manage your work load, present yourself well and promote the company in a positive way
- e) A Basic level of literacy and mathematics skills
- f) A reasonable level of physical fitness
- g) The ability to follow guidelines, procedures and protocols

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CARER / ENABLER JOB OUTLINE

The duties of a home carer or enabler are much the same as those which would be expected of either a care assistant in a residential / nursing home, or a caring friend / relative of a service user.

The purpose of your position is to share with other staff in meeting the holistic basic needs of a service user in a respectful, caring and dignified way, whilst promoting choices and independence.

Under the direction of senior staff, you will participate in meeting the service users' needs to the highest standards, which will include the maintenance of the service users physical environment and help with general day to day activities.

Your duties with regard to each individual service user, will be outlined in their personal care plan, which can be found in each service users home.

These duties will at all times be to promote good practice, give security and reliable support to a high quality. As employees of Community Caring LTD, we expect you to comply with our commitment to respect the service users individual needs, whilst promoting choice, independence, respect, participation, fulfilment, privacy and equality as full members of our society.

You will be expected to recognise the importance and value of information about service users past and present to provide appropriate care, and you will understand that any information you have is to be treated confidentially.

You will be expected to be alert and aware of a service users emotional needs and to provide appropriate professional support and response to this.

You should be prepared to support a services users choices when taking normal risks (providing that it does not endanger yourself or others), and encourage independence and self-determination to allow the greatest quality of life.

You should be aware of the importance of social contact, friends and relatives to a service user and ensure that all such contact is welcoming, safe and supportive. Any concerns must be reported and procedures followed.

It will be your duty to undertake, under the instruction of senior staff, a variety of duties; including personal care and domestic tasks. Broadly speaking, these could be defined as duties that a caring relative or friend may provide.

You must be aware of security and safety of a premises, and confidentiality procedures must always be followed. Initiative must be used at times, and always report any concerns or anything you are unsure about. Guidance and support is always available through your manager – do not hesitate to contact them.

Company policies and procedures are in place to ensure a safe and positive environment for anyone involved, you will be expected to promote and follow these at all times. The policies and procedures safeguard service users and yourselves whilst carrying out duties in service users homes. Paying due care and attention whilst at work is essential.

Following the company procedures will ensure you are insured and gives you peace of mind in knowing you are backed up by Community Caring LTD management for your actions.

The service we provide is one that can be very rewarding. It allows people to remain in their own homes and allows a freedom / development which is not always possible in a residential / nursing home.

This document should be read in conjunction with the job description.

Your employment requires your compliance with our policies and procedures.

You are expected to recognise that you are a representative of Community Caring LTD and ensure that a positive impression is conveyed, and a high standard of good practice and care is given to ALL you have contact with whilst carrying out your duties.