

For office use:	
Date received:	
Interview date if applicable:	
Successful Y/N	

Welcome Independent Living

Application Form

BEFORE COMPLETING PLEASE READ THE GUIDANCE NOTES (ATTACHED) AND PAGES 13 & 14 (JOB DESCRIPTION AND PERSONAL SPECIFICATION)

Then if you would like to apply, please complete ALL sections. Please note: incomplete forms may invalidate your application. If you have any difficulty completing this form please call us. Please post/deliver completed application to: Welcome Independent Living Ltd, Unit 3 Croft Mill, Albert Street, Hebden Bridge, HX7 8AH.

Where did you hear about us?	
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Position Applied For:	Care /support worker (personal assistant)	
Mr / Miss / Mrs / Ms (Please delete)	Forename	Surname
Middle name/s	Previous Surname/s (if applicable)	
Address & postcode:		
Home telephone:		
Mobile telephone:		

Email address:	
Date of birth:	
Nationality:	
National Ins No:	
Do you have a full clean driving license?	YES NO
If not, detail endorsements?	N/A
Do you own a car?	YES NO

EDUCATIONAL HISTORY:
Please include university, college and high school

Name of University and qualification achieved:	
Start date:	
Finish date:	
Name of College and qualification achieved:	
Start date:	
Finish date:	
Name of High School:	
Start date:	
Finish date:	

EMPLOYMENT HISTORY:
The following must be completed in full starting with your most recent/current employer.
Please include your entire work history from leaving school and explain periods of un-employment.
Please continue on separate sheet of paper if necessary.

Name of Most Recent/Current Employer:	
Start date:	
Finish date:	
Position held & brief description of duties:	
Reason for leaving?	

Name of Employer:	
Start date:	
Finish date:	
Position held & brief description of duties:	
Reason for leaving?	

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Finish date:	
Position held & brief description of duties:	
Reason for leaving?	

Name of Employer:	
Start date:	
Finish date:	
Position held & brief description of duties:	

Reason for leaving?	
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Please list all your other employment history below:	Please identify reasons for any gaps in employment here:

Type of service we provide, please tick areas appropriate to your skills and knowledge:

One to one support Supported Living Nursing home Head Injuries Physical Disabilities

Children Younger people Adults Older people

TRAINING AND CERTIFICATES OBTAINED: (Please tick appropriate boxes)

	Certificate obtained:	Date achieved:
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Skills for care (OR EQUIVALENT) SFC includes these mandatory units: Safer people handling Health & Safety Infection control Food safety Basic first aid & CPR Safeguarding adults and these additional units: Personal care Nutrition & hydration Communication Person centered care Implementing duty of care Personal development Equality & inclusion	Yes	No	

You may also need these:

Managing violence & breakaway	Yes	No	
Medication	Yes	No	
Safer people handling	Yes	No	

Mandatory for managers

Desired	Certificate obtained:		Date achieved:
NVQ 2/3/4 (please specific which) Mandatory for managers	Yes	No	
Registered Managers Award Mandatory for managers	Yes	No	

PRACTICAL ABILITY & PERSONAL CARE
 (Please ONLY tick the tasks that you have had experience in providing)

Dressing/undressing:	Yes	No
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Bathing & showering:	Yes	No
Bed bathing:	Yes	No
Shaving:	Yes	No
Oral care:	Yes	No
Nail care:	Yes	No
Incontinence:	Yes	No
Commodes/bedpans:	Yes	No
Catheter bags:	Yes	No
Colostomy bag:	Yes	No
Others:		
Others:		
PRACTICAL ABILITY: MOBILITY		
Mobile hoists	Yes	No
Ceiling hoists	Yes	No
Bathing aids	Yes	No
Walking aids	Yes	No
Wheelchairs	Yes	No
Others:		
Others:		
PRACTICAL ABILITY: NUTRITION:		
Preparing Meals	Yes	No
Dietary Guidelines	Yes	No
Support with Feeding	Yes	No
PEG Feeding	Yes	No
Menu planning	Yes	No
Others:		
Others:		

PRACTICAL ABILITY: GENERAL EXPERIENCE:		
Dementia	Yes	No
Learning Difficulties	Yes	No
Physical Disabilities	Yes	No
Sensory Impairments	Yes	No
Older people (frail)	Yes	No
Complex needs	Yes	No
Others:		
Others:		

GENERAL KNOWLEDGE & EXPERIENCE: (Please ONLY tick the tasks that you have had experience in providing)		
Recruitment and selection of staff	Yes	No
Supervision and appraisal skills	Yes	No
Quality Assurance / audit skills	Yes	No
Health and Safety awareness	Yes	No
Disciplinary / investigations	Yes	No
Policies and procedures	Yes	No
Care / support planning	Yes	No
Risk Assessments	Yes	No
Regulatory requirements (CQC, Supporting People etc)	Yes	No
Experience of managing a team	Yes	No
INTERPERSONAL SKILLS:		
Conflict resolution	Yes	No
Mediation	Yes	No
Listening skills	Yes	No
Flexibility	Yes	No

Ability to lead others	Yes	No
INITIATIVE AND MOTIVATION:		
Able to demonstrate a high level of initiative	Yes	No
Able to set and achieve targets	Yes	No
Ability to implement changes on a daily basis	Yes	No
Engage with others – customer, families, professional's	Yes	No
Ability to motivate others	Yes	No
PRACTICAL ABILITY: GENERAL EXPERIENCE:		
Dementia	Yes	No
Learning Difficulties	Yes	No
Physical Disabilities	Yes	No
Sensory Impairments	Yes	No
Elderly (frail)	Yes	No
Complex needs	Yes	No

SHORT LISTING INFORMATION
Skills and Abilities/ Knowledge & Experience/ Qualities

This is an important part of the application. Tell us why you are applying for this job. You should also show how you meet the requirements of the person specification by providing details of your experience, skills and knowledge gained in employment, voluntary work or elsewhere.

ARRANGEMENT FOR INTERVIEW

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and or / work based exercise?	Yes	No
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If yes, please specify, (e.g. ground floor venue, sign language, interpreter, audio loop etc)

Please list all absences from work in the past 12 months and the reasons for such absences:

SPECIAL REQUIREMENTS

Because this position involves the care of vulnerable adults / children, employment is dependent on the following:

1. Your written consent to obtaining an enhanced disclosure certificate from the DBS or an approved umbrella body.
2. Such disclosure being acceptable to us.
3. Proof of identity – birth or marriage certificate (where appropriate) and passport and driving license (if available)
4. Two satisfactory written references.
5. That you will supply a photograph of yourself for retention in your records.
6. Evidence of physical or mental suitability for your work.
7. That you notify us of any current medication you are taking which may impair your ability to work with children/vulnerable adults.
8. You notify us of anyone living in your household who has ever been cautioned, had any warnings and/or convictions regardless of how long ago they occurred.

REHABILITATION OF OFFENDERS ACT 1974

The Protection of Vulnerable Adults legislation requires us to carry out enhanced checks with the Disclosure and Barring Service for applicants whose role will give them substantial access to Vulnerable Adults. **THE CHARGE FOR AN ENHANCED CRB CHECK IS £75 – This is payable back if you leave the service within 6 months.** You are advised that this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974. You are not entitled to withhold information about any criminal convictions which for other purposes are 'spent' under the provision of the Act. Any failure to disclose such convictions could result in an offer of employment being withdrawn or the employment being terminated. You are also required to disclose any cautions or warnings you may have received.

Have you ever been convicted in a Court of Law and /or cautioned in respect of a criminal offence?	Yes	No
If yes, please give details:		
I confirm I have read the above statement regarding the Rehabilitation of Offenders Act 1974. The information provided above is a true and accurate statement and I hereby confirm I have/have not* got a criminal record subject to the disclosure requirements of the Care Quality Commission	Name:	
	Signed:	
	Date:	

PASSPORT AND WORK PERMIT DETAILS: (For workers from overseas only)

Do you require a work permit to work in the UK?	Yes	No
Passport Nationality:		
Place of Issue:		
Passport Number:		
Date of Issue:		
Expiry Date:		
Known restrictions in use:		

DECLARATION:

I hereby declare that the information provided on this form is complete and correct and any untrue or misleading information will give my Employer the right to terminate any employment contract offered.

I agree that Welcome Independent Living reserves the right to require me to undergo a medical examination.(Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor).

Name:	
Signed:	
Date:	

EQUAL OPPORTUNITIES:

Welcome Independent Living is an employer embracing equality in race and opportunities for all staff and staff are selected on merit irrespective of race, sex, disability, etc. In order to monitor the effectiveness of our Equal Opportunities Policy we would ask all applicants to provide the following information. Please tick the relevant categories:

Please indicate the broad ethnic group to which you belong –	
White (British, Irish, any other white background)	
Black or Black British (Caribbean, African, any other black background)	
Asian or Asian British (Indian, Pakistani, Bangladeshi, any other asian background)	
Mixed (white and black, white and asian, any other mixed background)	
Other (chinese, any other ethnic group) - please specify:	
Not stated	

<p>Disability is defined by the Disability Discrimination Act as;</p> <p>A physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. The disability could be physical, sensory or mental and must be expected to last at least 12 months.</p> <p>Are you a disabled person as defined by the Disability Discrimination Act? Yes No</p>		
Gender	Male Female	
Sexual orientation	Heterosexual Gay man/woman Bi-sexual Prefer not to say Other	
Marital status	Married Single Divorced Other	
<p>How would you describe your religion or belief?</p> <p>Christian Buddhist Hindu Jewish</p> <p>Muslim Sikh None Prefer not to say</p> <p>Other (please specify)</p>		

References: One of these must be from your manager at your last employer and not just a colleague. The second one should also be from a previous employer if possible.

Name of referee 1:	Address and contact details:
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<p>Position:</p> <p>May we approach this person prior to interview? Y/N</p>	<p>Email Address:</p>
<p>Name of referee 2:</p>	<p>Address and contact details:</p>
<p>Position:</p> <p>May we approach this person prior to interview? Y/N</p>	<p>Email Address:</p>
<p>Name of referee 3:</p>	<p>Address and contact details:</p>
<p>Position:</p> <p>May we approach this person prior to interview? Y/N</p>	<p>Email Address:</p>

Care/Support Worker Job Description

Hours: Flexible Hours

Reporting to: Line Manager

Job purpose: To provide direct care and support to customers including:

- ❖ Customers in their own home.
- ❖ Nursing / residential home.
- ❖ Supported living.
- ❖ Recreational and leisure.

Essential/desired qualifications:

Skills for care, medication, safer people handling and infection control.

Key responsibilities:

- ❖ Encourage customers to take control of how they choose to live their life using a person centred approach.
- ❖ Assist with personal care and support as required.
- ❖ Follow and implement customers care and support plans.
- ❖ Monitor and record the administration of medication as per prescribed by the customers GP.
- ❖ Assist in the planning of recreational / social / vocational / educational events and activities, supporting the customer as necessary during such activities.
- ❖ To ensure that the philosophy of excellence is implemented in practise.
- ❖ Maintain accurate records in accordance with policy and procedure.
- ❖ Attend training sessions and meetings as requested; participate in development activities to maintain skills / knowledge in keeping with the role.
- ❖ Ensure effective and regular communication takes place between fellow team members.
- ❖ To ensure confidentiality is maintained at all times.

Administration:

- ❖ To have a working knowledge of policies and procedures and ensure these are put into practise.
- ❖ To ensure that all administrative records and documentation as required are completed legibly and on time.
- ❖ To follow all local protocols within the service setting.

Equality and diversity:

- ❖ Welcome Independent Living is a company committed to equality for all people, the post holder will be responsible to adhere to and implement the equality and diversity policy.

Professional development:

- ❖ Meet with Line Manager on a regular basis to assess own performance against agreed objectives and identify development needs.

Notes:

- ❖ The above job description maybe adjusted according to the developing service needs in conjunction with the post holder.

Care/Support Worker Person Specification

	Essential	Desirable	Evidence interview	Evidence application
Qualifications:				
Care Certificate		✓		
Medication		✓		
Breakaway		✓		
Safer people/manual handling		✓		
NVQ level 2 or working towards.		✓		✓
Experience:				
Working in a social care environment e.g. residential/nursing, supported living.		✓	✓	✓
Customer service experience.		✓	✓	✓
Knowledge:				
Understanding of the needs/care/support of vulnerable adults. Understanding of care/support plans. Demonstrate and understanding of health and safety and risk assessment. Knowledge of CQC, Supporting People Standards.		✓	✓	✓
Specific Skills:				
Be able to verbally communicate clearly and effectively with customers, families, advocates and other professionals.	✓		✓	
Be able to produce a basic written report which is clear and concise.	✓			✓
Interpersonal Skills:				
Have a good level of interpersonal skills e.g. listening, team working abilities, empathy conflict resolution, and flexibility.	✓		✓	
Organisational Skills:				
Able to prioritise own workload.	✓		✓	
Problem Solving:				
Ability to resolve any day to day problems that may arise.	✓		✓	
Understand where to access support for problems that arise.	✓		✓	
Understand the need to support other with solving problems.	✓		✓	
Initiative and motivation:				

Able to work on own Initiative self-motivated.	✓		✓	
Training:				
Willing to undertake any training required.	✓		✓	
Other :				
Car user (full UK driving license).		✓	✓	
Acceptable previous attendance record:	✓		✓	
Satisfy conditions of employment, CRB, references etc.	✓		✓	

***Thank you for completing.
Please return at your earliest convenience.
We look forward to hopefully working with you.***