



Application Form

Post Applied For:	Care assistant				
Title:		First Name(s):			
Surname:		Any previous names (If applicable):			
Telephone Number:		Mobile Telephone Number:			
Address:					
Postcode:					
Email Address:					
National Insurance Number:					
Minimum hours available to work:	20 hrs				
Maximum hours available to work:	50 hrs				
Do you hold a current full driving licence?	Yes / No				
Do you have a clean driving licence?	Yes / No				
Do you have access to a car during work hours?	Yes / No				
Do you have business insurance?	Yes / No				
Are you entitled to work in the UK?	Yes / No				
Are you registered with the DBS online update service?	Yes / No				

Education and Qualifications

Secondary School:			
Date from:		Date to:	
Subjects:	Grade:	Subjects:	Grade:
College:			
Date from:		Date to:	
Subjects:	Qualifications Gained:		Grade:
University/Further Education:			
Date from:		Date to:	
Subject:	Qualifications Gained:		Grade:

Employment History

You are required to provide a full employment history

Current Employer:	
Address:	
Reason for Leaving:	
Job Title:	
Start date:	
Brief Description of Duties Undertaken:	

Personal care: assisting clients with activities of daily living, such as bathing, dressing, grooming and toileting.

Medication assistant: administering medications as prescribed by healthcare professionals and ensuring clients take them on time.

Meal preparations: preparing nutritious meals and helping clients with eating, if necessary.

Mobility support: assisting clients with mobility, including transferring them from beds or wheelchairs and helping them with exercises.

Emotional support: providing companionship and emotional support.

Household tasks: performing light housekeeping duties.

Monitoring health: keeping track of clients' vital signs, symptoms, and any changes in their condition, and reporting to healthcare professionals.

Transportation: occasionally driving or accompanying clients to medical appointments, errands, or social outings.

Documentation: maintaining accurate records of care provided, including any changes in a client's condition.

Safety: ensuring the safety of clients by identifying and addressing potential hazards in their environment.

Respect for dignity: respecting the autonomy and dignity of clients and promoting their independence to the extent possible.

Communication: keeping open lines of communication with clients, their families and healthcare team to provide updates and coordinate care.

Training: continuing education and training to stay updated on best practices and healthcare protocols.

Notice Required in Current Job:	
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Previous Employment - All gaps in employment must be accounted for. Please continue on an extra sheet if necessary.

Name & Address of Previous Employer(s)	Date From/ To	Job Title	Main Responsibilities	Reason for Leaving

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Have you ever been dismissed or requested to resign from any previous employment? If yes please provide details below.			Yes / No	
Name & Address of Previous Employer(s)	Date	Type of Employment	Reason for Dismissal/Request to Resign	
Have you ever been the subject of formal disciplinary action in any previous employment? If yes please provide details below:			Yes / No	
Name & Address of Previous Employer(s)	Date	Type of Employment	Details of Formal Disciplinary Action	

Statement in Support of Application	
<p>Please use this section to provide information to support your application. Refer to the job description and person specification to support your application and provide specific examples where possible.</p>	
What motivates you to work in Social Care?	

Why do you want to work for our organisation?

What skills and values would you bring to the role?

How would you promote our clients' independence?

Give an example of how you have promoted dignity and respect.

Give an example of how you have demonstrated compassion.

Give an example of something you have achieved as part of a team.

Please use this space to provide any other information in relation to your application.
This could include voluntary work, life experience or transferable skills.

References

Please provide three references, one of which must be your current/last employer.
If you have previously worked in health and social care or with vulnerable adults or children please provide reference details for all these employers.
When stating an employer for a reference please provide their business address, not their private address.
Relatives and friends may not be used as a referee.
References will only be contacted after an offer of employment has been made.

Reference 1 (Current/Most Recent Employer)			
Name:		Relationship/ Job Role:	
Address:			
Email:		Telephone:	
Date from:		Date to:	
Reference 2			
Name:		Relationship/ Job Role:	
Address:			
Email:		Telephone:	
Date from:		Date to:	
Reference 3			
Name:		Relationship/ Job Role:	
Address:			
Email:		Telephone:	
Date from:		Date to:	

Disclosure of Criminal Background

Due to the nature of the service we provide, all offers of employment will be subject to a satisfactory enhanced disclosure via the Disclosure and Barring Service (DBS).

The post for which you are applying does not entitle you to rely on the Provisions of the Rehabilitation of Offenders Act 1974. All previous convictions must be disclosed.

If you disclose that you have a criminal conviction, and your application is successful,

this will be discussed in confidence at interview.

If you do not disclose any convictions you have then this may result in your application being rejected, or any conditional job offer you have received being withdrawn. If you are appointed, this non-disclosure may later lead to your dismissal.

Any applicants who disclose convictions will be treated fairly, and will be provided with the opportunity to evidence their suitability for the post for which they are applying.

Any information provided will be kept confidential, and will only be used in relation to your application. Only convictions relevant to the post for which you are applying will be taken into account.

Have you ever been convicted of a criminal offence?
If yes, you will be asked to provide details if selected for interview.

Yes / No

Conflict of Interest/Relationships

Do you have a pre-existing relationship with anyone associated with the organisation or any of the people we support?
This may be a family relationship, friendship, or other.
If yes, please provide the information requested below:

Yes / No

Name:

Relationship With You:

Relationship With The Organisation
e.g. staff member, person we support

Are you aware of any other conflicts of interest you may have with the organisation?
If yes please provide detailed information.

Where did you hear about this position?

Declaration	
<p>I declare that to the best of my knowledge and belief all the information I have provided in this application form is true and correct.</p> <p>I understand that providing incorrect information or deliberately concealing any relevant information, may result in disqualification from the selection process, or any conditional job offer you receive being withdrawn. If you are appointed, this may later lead to your dismissal.</p>	
Signature:	Date:

Please return your completed application to us by post or email.



Home Carer

Job Description

Job Title: Home Carer
Accountable to: Registered Manager/Senior Carer
Hours of Work: Monday – Sunday on a rotabasis

Job Purpose

To deliver high quality person-centred care to clients to enable them to retain their independence and remain living in their homes.

General Duties:

- To assist the Registered Manager and Supervisors in the overall delivery of care services to clients and work under their direction and supervision.
- To work to all organisational policies and procedures and standards required in order to provide high standards of care to clients.
- To work to all relevant legislation and national standards, including the Care Quality Commission (CQC) Fundamental Standards.
- To work effectively as part of a team and support all colleagues as required.
- To ensure professional conduct observing the organisations Code of Conduct.
- To protect the confidentiality of clients and the organisation.

Care Duties:

- To provide care and support to clients within their own home and in the community.
- To directly provide assistance with personal care in accordance with the client's care plans e.g. assistance with bathing, washing, dressing, using the toilet.
- To support clients using trained moving and handling procedures and equipment.
- To support clients with their medication once training has been undertaken and medication administration competency has been achieved.
- To support clients with daily living tasks as stated in their care plan e.g. meal preparation, cleaning, laundry, shopping.
- To support clients to access the community and take part in social events as directed in the care plan. e.g. support to attend appointments, support to go shopping or attend events.
- To respond promptly to any emergencies e.g. medical emergencies.

To promote the dignity and privacy of clients.

To identify and report any concerns relating to clients health and wellbeing to the Registered Manager.

- To write accurate daily reports of all care provided and relevant events and keep these up to date.
- To contribute to developing and reviewing clients care plans and risk assessments.

- To work with external agencies to ensure clients' needs are met, including attending multi-agency meetings when required.

Safeguarding Responsibilities:

- To identify, respond and report all safeguarding concerns to the Registered Manager.
- To report all concerns of below standard practice and cultural concerns to the Registered Manager.
- To contribute to safeguarding enquiries and meetings as required.

Health and Safety Responsibilities:

- To work in a safe manner at all times maintaining your own and others safety.
- To identify and report any health and safety concerns and potential risks to the Registered Manager.

To work within the scope of all Health and Safety Policies and Procedures.

To follow Infection Control Procedures, use Personal Protective Equipment (PPE) and ensure work areas are clean and maintained.

Equality and Diversity:

To promote anti-discriminatory practice.

To support the equality, diversity and rights of clients and colleagues.

- To respect the privacy, dignity, needs and beliefs of clients and colleagues, behaving in a manner which is non-judgmental.
- To behave respectfully at all times to all clients, colleagues and others.

Learning and Development:

To attend and participate in staff meetings as required.

To participate in all mandatory training required by the organisation as part of my employment.

- To prepare for and participate in supervision meetings with my supervisor.
- To prepare for and participate in an annual appraisal.

To take responsibility for own development, learning and performance.

To maintain a Personal Development Plan.

Miscellaneous:

- To carry out any other duties as reasonably required by a supervisor or a manager.

Signature:

Date: