

APPLICATION FOR EMPLOYMENT



The winning Box,
Aquis House 27-37 Station Road,
Hayes London UB3 4DX

Post Applied For:

Closing Date:

Please read the guidance notes before completing every section of the form

All applications will be subject to an Enhanced CRB/DBS Disclosure and Satisfactory Reference Check

PERSONAL DETAILS

Surname:

First Name (s):

Address:

Telephone Number:

Daytime:

Evening:

e-mail address:

EDUCATION AND TRAINING

Schools, Colleges and/or Universities attended

From

To

Courses taken/passed (with levels)

Professional Certification/Qualification and Membership of Professional Institution (with dates)

Do you have Level 1 ,2 or Level 3 in Health and Social Care:

*Candidates invited for interview will be required to produce documentary evidence of any qualifications recorded above

PRESENT / LAST EMPLOYMENT

Name and Address of Employer:

Title of post held:

Type of Business:

Period of Notice:

Salary and Grade/Scale

Date of appointment:

From To
m

Summary of Main Duties:

PREVIOUS EMPLOYMENT

(including voluntary and/or domestic activities where appropriate)

Name and Address of Employer

Position Held

From

To

Salary

Reason for Leaving

EXPERIENCE

Explain why you would be a good applicant for the post, including experience you have gained and the skills and personal qualities that you have to offer. Remember to relate your comments to the job description and person specification.

(please continue on a separate sheet if necessary)

REFERENCES

Please give the name, address and the job title of two referees, not relatives, one of whom should be your current or most recent employer.

Name:

Job Title:

Address:

Telephone Number:

Email Address:

May we take up reference before interview?

YES

NO

(Please Circle

Appropriate)

Name:

Job Title:

Address:

Telephone Number:

Email Address:

May we take up reference before interview?

YES

NO

(Please Circle

Appropriate)

ADDITIONAL INFORMATION

Are you allowed to work in the UK? YES NO

Do you hold a current Driving Licence? YES NO

Do you have the use of a vehicle? YES NO

National Insurance Number:

Preferred Job Type: Full Time /Part Time

Preferred Hours Per Week :

CRIMINAL CONVICTIONS

Have you a current criminal conviction or caution? i.e., one that is spent?
If yes please give details: YES NO

(Please Circle Appropriate)

Miscellaneous

Do you have other employment?

If yes, do you intend to continue with this employment? YES NO

(Please Circle Appropriate)

DECLARATION

I declare that the information given on this application form is to the best of my knowledge true and complete. I understand that Laurels Care reserve the right to verify claims made in this and any subsequent findings of misleading/false information may lead to disciplinary action and dismissal.

Signed: _____ Date: _____

PLEASE RETURN THIS FORM TO:

The winning Box,
Aquis House 27-37 Station Road,
Hayes London UB3 4DX
+44 (0) 203 950 2897

For office Use Only

INTERVIEW	YES NO (Please Circle Appropriate)	REASON FOR DECISION
JOB OFFER	YES NO (Please Circle Appropriate)	REASON FOR DECISION

GUIDANCE NOTES

GENERAL INFORMATION

The information on the form will be seen and used by those involved in the recruitment process to select the successful applicant. If you are appointed this will also form the basis of all personal records.

EMPLOYMENT DETAILS

Please ensure your employment details and dates are continuous, document your major responsibilities starting with your current employer. Please show periods of any unemployment, domestic activities or voluntary work.

EXPERIENCE

This section offers you the chance to promote yourself and demonstrate the relevance of your experience, knowledge, voluntary work, etc., to the person specification and job description. Please make sure your answer is clear and legible and continue on a separate sheet if necessary.

CRIMINAL CONVICTIONS

Convictions Not Spent

You must list any convictions that are still current under the Rehabilitation of Offenders Act (1974). These will not be taken into consideration unless they are relevant to the post. Please circle 'Yes' and list the convictions if you have any. If you have no current convictions or cautions tick 'No'.

Spent Convictions

If the post you are applying for involves any of the following activities it is exempt under the Rehabilitation of Offenders Act. This means that you must tell us about all convictions and cautions even from a long time ago. These posts are those with regular, unsupervised access to:

Children under Eighteen
Vulnerable Adults

If you are applying for one of these posts you will be asked to complete an additional form giving details of all convictions and cautions. If you are successful you will be required to complete a 'Disclosure' application form. This form will be checked by the Criminal Records Bureau so it is important to tell the truth.

NATIONAL INSURANCE NUMBER

If you are successful you will be required to provide evidence of your National Insurance Number. If you do have a national insurance number you will need to provide proof that you are allowed to work in the UK, e.g. work permit, E.U. Passport.

MONITORING FORM

Laurels Care is committed to a policy of equal opportunities therefore we have a monitoring process which is used to ensure that no group is put at a disadvantage either directly or indirectly because of race, sex, disability or marital status. The monitoring form is for information purposes only. It will be removed from the main body of the form and is not used in any way for selection purposes.

Please Note: Marital Status- married includes permanent, live in relationships

ADVERTISING

To ensure that Laurels Care obtains value for money for its advertising it is important for us to know where applicants see the post advertised.



Laurels Care

Laurels Care is committed to a policy of equal opportunities and it is our approach to select the right person irrespective of disability, race, colour, sex or marital status. Please complete this section of the form which is voluntary and will not be made available to people who read the application form itself. The information contained here will be used to promote equality of opportunity and for monitoring and statistical analysis. If you are appointed details may be used from this form to complete your personal records.

THIS FORM IS NOT PART OF THE SELECTION PROCESS

By completing this form you are giving your consent for this information to be processed.

Surname:

First Name (s):

Post Applied For:

Date of Birth:

Date:

My ethnic origin is:

White

- White British
- White Irish
- Any other White Background

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian Background

Black or Black British

- Caribbean
- African
- Any other Black background

Other ethnic groups

- Chinese
- Any other ethnic groups

Age Range:

- 16 – 30
- 31 – 40
- 41 – 50
- 51 – 60
- 61 and over

Please Tick

Are You:

- MALE
- FEMALE
- MARRIED
- SINGLE

Do you have a disability / health problem, which affects you in employment?

YES NO
(Please Circle Appropriate)

If so please give brief details:

Have you any special requirements for interview (e.g. sign language, interpreter, wheelchair access):

If you would like additional help with completion of the application form please ring.

Where did you see the post advertised:



Job Description:	Home Care Worker
Accountable To:	Registered Care Manager / Team Leader
Responsibilities:	<p>To implement policies and procedures of the company and to maintain the highest standards of Care.</p> <p>To ensure compliance with company policies and all statutory and regulatory requirements.</p>
Personal Care:	
	<ul style="list-style-type: none"> ● Toileting and all aspects of personal hygiene
	<ul style="list-style-type: none"> ● Contenance Management
	<ul style="list-style-type: none"> ● Assist with all aspects of washing, bathing, showering and oral hygiene
	<ul style="list-style-type: none"> ● Dressing and undressing
	<ul style="list-style-type: none"> ● Hair Care
	<ul style="list-style-type: none"> ● Nail Care (fingernails only)
	<ul style="list-style-type: none"> ● Care of Pressure sores (under appropriate supervision)
	<ul style="list-style-type: none"> ● Assisting Service User's into and out of bed (full moving and handling and training given)
Dietary Care:	
	<ul style="list-style-type: none"> ● Preparation of snacks and meals according to the Service User's likes and dislikes
	<ul style="list-style-type: none"> ● Assistance with Feeding / eating as required
Domestic Services:	
	<ul style="list-style-type: none"> ● General household duties to include: cleaning dusting, vacuuming, etc.,
	<ul style="list-style-type: none"> ● Bed Making / changing bed
	<ul style="list-style-type: none"> ● Clearing rubbish / refuse
	<ul style="list-style-type: none"> ● Laundry , ironing, sewing on buttons etc.,
	<ul style="list-style-type: none"> ● Shopping (including assistance with preparing shopping lists)
	<ul style="list-style-type: none"> ● Escorted Shopping (assisting Service User's to and from shops)
Personal Services:	
	<ul style="list-style-type: none"> ● Assistance with reading mail
	<ul style="list-style-type: none"> ● Assistance with personal finances (to include paying bills, collection of pensions)
Expectations:	
	<ul style="list-style-type: none"> ● To carry out agreed plan of care (including physical and personal care)
	<ul style="list-style-type: none"> ● To maintain accurate and concise records of Service User care, diary sheets, timesheets and mileage sheets
	<ul style="list-style-type: none"> ● To contribute in the review process of individual Service User's, assisting in preparation of reports
	<ul style="list-style-type: none"> ● To comply with the company's requirements on Health and Safety and Quality Assurance
	<ul style="list-style-type: none"> ● To report to the Care Manager / Team leader on any aspect of Service User care which is felt warrants investigation or urgent action
	<ul style="list-style-type: none"> ● To undertake any other relevant duties required from time to time, as reasonably corresponds to the general character of the post and is commensurate with the level of responsibility
	<ul style="list-style-type: none"> ● To participate in regular in-service and outsourced training courses
	<ul style="list-style-type: none"> ● To attend and participate in regular team meetings with designated team leader
	<ul style="list-style-type: none"> ● To attend regular supervision meetings with designated team leader

