

APPLICATION FOR EMPLOYMENT

Presland Care Ltd.

'Care Without Compromise'

Job title: Support Worker Place of work: Medway\Maidstone\Ashford Ref No.

Surname

Preferred title Mr / Mrs / Miss / Ms / Other

First name(s)

Address

.....Post code

Home Tel No.National Insurance No.

Mobile No.Email.....

Education and Training

School / College / Training	Dates	Certificates Awarded

Employment History Starting with your current or most recent job first, giving details of your employment in the last 10 years. Continue on a separate sheet if necessary.

Employer	Job	From	To	Reason for Leaving

Please continue overleaf

Please give details of any skills, abilities and qualities relevant to the role for which you are applying, along with why you are interested in this vacancy. (Please continue on a separate sheet if necessary)

References: Please give details of two referees, one of whom must be your present or last employer.

Name Title: Mr/Mrs/Miss/Ms – <i>please delete as appropriate</i> Company Name and Address Position Tel No May we approach them now? YES / NO	Name Title: Mr/Mrs/Miss/Ms – <i>please delete as appropriate</i> Company Name and Address Position Tel No May we approach them now? YES / NO
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Other Information

How many days' sickness absence have you had in the last 2 years?

Presland Care wishes to encourage and assist people with disabilities to obtain appropriate employment. Are you a disabled person? YES / NO

Are you able to travel during the course of your work? YES / NO

Have you ever been convicted of a criminal offence? YES / NO
 If 'YES' to the above, please give details on a separate sheet.

Declaration

I certify that, to the best of my belief, the information I have supplied is true and complete. I understand that any false information or failure to disclose health problems or criminal convictions or prosecutions pending, may disqualify me from employment or render me liable to summary dismissal.

Signature Date

EQUAL OPPORTUNITIES IN EMPLOYMENT

Presland Care's policy is that:

- No job applicant or employee shall receive less favourable treatment because of his or her sex, marital or family status, age, ethnic origin, disability, race, colour, nationality, national origin, creed, sexual orientation, political affiliation, or trade union membership.
- No condition or requirement shall be made of job applicants or employees that cannot be shown to be justifiable.

We continuously monitor our effectiveness in implementing this policy by:

- Specific monitoring of certain factors: sex, family status, age, ethnic origin and disability
- Regular review of our policy and practice

To assist us in implementing our policy:

- Please complete the questionnaire overleaf.
- This questionnaire will be detached from your application form and will not be made available to the short-listing and interview panel.
- This information will be held on computer and is subject to the provisions of the Data Protection Act 1985 and 1998.

Thank you for your co-operation

Please answer every question and tick boxes as appropriate

Surname	First name(s)
Job title/post applied for	
Place of work	Gender: female/male
<i>DISABILITY</i>	
<p>Are you a disabled person? YES/NO</p> <p><i>Disability is a physical, mental or sensory impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities. Presland Care will make reasonable changes to the workplace and to employment arrangements so that a disabled person is not at any substantial disadvantage compared to non-disabled people.</i></p>	
<i>MARITAL/FAMILY STATUS</i>	
Single	Divorced
Married	Civil Partnership
Age	Other
How did you learn about this vacancy?	

ETHNIC ORIGIN

How would you describe your ethnic origin?

English

Scottish

Welsh

Other, please specify

Irish

Any other White background, please specify

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background, please specify.....

Indian

Pakistani

Bangladeshi

Any other Asian background, please specify.....

Caribbean

African

Any other Black background, please specify

Chinese

Any other background, Please Specify.....

Date of Completion:

Guidance Notes

The nature of the work for which you are applying means that this job is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions which, for other purposes under the purposes of the Act, are regarded as spent.

All applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before an appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. The disclosure of an offence will not necessarily bar you from employment. This will depend on your background and circumstances to your offence(s).

Presland Care Ltd.

APPLICATION INFORMATION

Post: Support Worker

Dear

Thank you for your interest in this post.

Enclosed is an **Application Form** for you to complete and return along with an **Equal Opportunities Monitoring Form**, which will be separated from the application form on arrival and used for monitoring purposes. The application form provides the key information which allows the selection panel to make an informed decision regarding your application. Please complete all sections unless you have a CV in which case you may write 'see attached c.v.' in the relevant section(s). However please do not simply leave blank sections or this may affect your application.

Each of the above mentioned forms is explained below and whilst some questions may reiterate information already provided elsewhere, completing these forms will enable selectors to identify key information in a standardised format. Please read the following before completing the forms:

Application Form provides us with key information directly related to the requirements of the role. Please take the time to complete it accurately. If any of the questions are not relevant to your experience, or you cannot answer any of them for any reason, either write "n/a" or give a short explanation, a missing answer will not necessarily disqualify you from the process. This form and any supplementary information you provide should aim to provide a clear picture of you, your skills, abilities and attributes.

Equal Opportunities Monitoring Form provides us with information necessary to monitor our actions throughout the process. This form will **not** be used in the selection process itself and will not be seen by any of the interviewers.

Outcome of your Application in order to be environmentally responsible and minimise the use of paper we do not write to you if you have not been selected for interview. If you have not heard from us 2 weeks after the closing date, please assume that you have not been successful in your application.

Yours Sincerely

Rita Grantham

Director of Operations

Thank you for the interest you have shown in this post. These forms should be returned to The Service Manager at: Presland Care Ltd. Kent Space, 6-8 Revenge Road, Lordswood, Chatham, Kent. ME5 8UD

Presland Care Ltd.

JOB TITLE: Support Worker

LOCATION: Lordswood (covering Medway & Maidstone areas)

1. MAIN PURPOSE OF JOB

- To provide assistance with social and/or personal care and other daily living tasks to people within their own homes.
 - To work with each individual Client to maximise their independence and choice.
 - To work in partnership with service users encouraging choice, participation and motivation, adhering at all times to the values of the organisation.
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2. REPORTING TO/RESPONSIBLE FOR

- Reporting to the Service Manager
-

3. KEY DUTIES AND RESPONSIBILITIES

- To undertake personal care and daily living tasks as agreed with the Client, their family and professionals involved with the care plan.
- To work at all times within the policies and procedures of **Presland Care Ltd.**
- To provide Clients with opportunities to express their preference as to the way that support tasks are carried out.
- To develop and maintain professional working relationships with service users and work colleagues from a wide variety of backgrounds.
- To communicate regularly with the immediate supervisor, in particular regarding changes in the Client's condition or circumstances.
- To use the service's on-call system in accordance with the service guidance.
- To attend training, including induction training, team meetings and individual supervision sessions as required.
- To complete documentation, including Client records and timesheets.
- To comply with all Health and Safety Policies and Procedures.
- To participate in Staff Continuous Professional Development, staff meetings and training activities as required.
- To be responsible for maintaining and improving own knowledge and skills through experience and training.
- To undertake any other reasonable duties as requested in order to successfully undertake the role of Support Worker.

Presland Care Ltd.

PERSON SPECIFICATION

JOB TITLE: Support Worker

	<i>Essential</i>	<i>Desirable</i>	Method of Assessment
<p><i>Evidence (i)</i></p> <ul style="list-style-type: none"> Evidence of working in a care related environment. 		D	<ul style="list-style-type: none"> Application form
<p>Skills, Knowledge, Abilities</p> <ul style="list-style-type: none"> Ability to work on your own and as part of a team (1) Ability to establish & maintain professional relationships (1) Ability to communicate effectively with a range of people (1) Ability to work flexibly & creatively with Clients and their families (1) Ability to complete and maintain accurate records (1) Knowledge relevant to post (2) Professional training relevant to the post (3) Specific skills relevant to the post (4) 	E E E E	D D	<ul style="list-style-type: none"> Application form and interview Application form and Interview Interview Interview Application form and interview Application form and interview Application form and interview
	<i>Essential</i>	<i>Desirable</i>	Method of Assessment
<p>Education/Qualifications</p> <ul style="list-style-type: none"> NVQ Level 2 in care Willingness to obtain 	E	D	<ul style="list-style-type: none"> Interview and application form Certification

<p>NVQ Level 2 in care</p> <ul style="list-style-type: none"> • Willingness to undertake required training (including updates) as required (5) 	<p>E</p>	<ul style="list-style-type: none"> • Interview
<p><i>Other factors</i></p> <ul style="list-style-type: none"> • Ability to travel to cover work allocated on the rota 	<p>E</p>	<ul style="list-style-type: none"> • Interview

Presland Care Ltd.

'Care Without Compromise'

Employee Benefits:

- ½ Day for Christmas shopping during December each year.

- Mileage Allowance
 - 75p is paid for each 1½ hour call on top of the normal pay rate
 - 60p is paid for each ¾ hour call on top of the normal pay rate
 - 40p is paid for each 1+ hour call on top of the normal pay rate

- 28 Days Annual Leave (to increase by 1 day per year after 1 years service to a maximum of 5 additional days)

- Full training & continuous Career Development

- Employee discount on legal matters in partnership with Kingsford's Solicitors

- Stakeholder Pension Scheme

- Employee of the Month Award