

Care North West Ltd
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Chadderton
Oldham
OL9 6PY
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CARE NORTH WEST LTD

‘A truly remarkable service based on compassion and respect’

Personal Job Application Form

For Office use only

Name of applicant _____

National insurance number _____

Job applied for _____

Date Sent by Care North West _____

Date Received by Care North West _____

Date references sent for _____

Date reference one received _____

Date reference two received _____

Please return your completed application to the above address

Person Specification

Post Title: Home Carer

Qualifications required

Basic literacy and numeric skills

An individual who values the rights and dignity of people, regardless of their personal circumstances.

An NVQ level 2/3 in social care or equivalent qualifications would be desirable.

Experience

Experience of domiciliary care and an understanding of the importance of dignity and respect whilst undertaking any personal care duties.

Experience of working with people who have learning difficulties would be desirable but not essential.

Skills and abilities required

Good communication skills.

The post holder should be able to relay information clearly, both verbally and in writing.

The post holder requires the ability to establish and maintain a good working relationship with Service Users and their families, friends. Colleagues and other agencies.

The post holder needs to use local resources effectively, and seek out activities that are relevant to individual Service Users, whilst still respecting individuality and cultural needs.

The post holder should have the ability to be self motivated and be able to work unsupervised.

There is also an expectation that the post holder will be committed to on going personal development.

Personal skills

The post holder must be able to support Service Users with their individual cultural needs. The post holder should have a flexible attitude that values all people and be able to demonstrate anti discriminatory practises.

- A full driving licence is desirable
- The post holder must be prepared to undertake manual handling training and any other care training programs as required.
- The post holder must be flexible with regards the needs of the company, and be prepared to work varying hours which may change according to the individual requirements of the Service Users. The post holder should also be willing to work additional hours whenever necessary.

Job Description

Post Title: Home Carer

Persons employed by 'Care North West' as 'Home Carers' will, at all times, carry out their duties in accordance with the policies laid down by the management, which are included below. It is the responsibility of the staff member to ensure that they read and fully understand these policies before taking up appointments.

The responsibilities of the Carer are:

- To carry out care and other tasks as specified in the Service Users individual care plan, to a high standard in accordance with 'Care North West's' policies.
- To take the required actions to enable the client to carry out as much self-care and other activities as possible, with assistance and guidance from 'Care North West's' management and other health care professionals.
- To contribute to accurate and detailed record keeping whilst maintaining the Service Users privacy and dignity in accordance with 'Care North West's' policy on confidentiality.
- Where appropriate and under the guidance of 'Care North West's' management, liaise with the Service Users relatives, G.P and other health care professionals contributing to care, in order to promote good communication and a high quality service.
- To take part in training as required by 'Care North West' to improve personal skills and knowledge.
- To contribute by carrying out planned actions, to the maintenance of the Service Users individuality, dignity and freedom of choice.
- To be aware of changes in the Service Users general, emotional and mental health, and to take appropriate steps as laid down to ensure the Service Users well being.
- To contribute to updating of the Service Users individual care plan, and to take part in any reassessment of the Service Users personal care needs.
- Where required, to take responsibility for the Service Users financial affairs i.e. shopping or collecting benefits, and to ensure that full and accurate records of transactions are kept for inspection and that adequate security for the Service Users monies and valuables is maintained.
- To be aware of the Service Users spiritual and religious needs, and by liaison with the Service User, their relatives, friends and advisors, try to ensure that these needs are met to a high standard.
- To be aware of the Service Users need to develop and/or maintain social activities and individual social networks. By liaison with the Service User, their relatives, friends, professionals and other organisations, try to ensure that the Service User is enabled to fulfil these needs to their personal requirement and satisfaction.

This job description is a general account of the duties of a carer, other duties within the carers capabilities may be required in order to meet the individual needs of a Service User.

If any part of this job description needs further explanation, contact a 'Care North West' manager.

We are committed to promoting the equality of opportunity and welcome applications from anyone who feels that they are able to carry out the duties, regardless of any previous experience.

Personal Information

Surname _____ First name(s) _____

Permanent residential address _____

_____ Postcode _____

Telephone _____ Mobile _____

National Insurance number _____

Any medical conditions which may affect your ability to work?

Any other relevant health issues?

Please list any periods of sickness you have had over the past two years.

Education and Training

Please tell us about your education, list any qualifications gained.

School / College	From	To	Qualifications (dates and grades)

If you have undertaken any training or voluntary work to improve your employment prospects, please give details below.

Training / Voluntary work	From	To	Qualifications (dates)

Please give us a full employment history starting with your present occupation or most recent job first. If there are gaps in your employment please tell us why e.g. unemployment, family commitments etc.(please use a separate sheet of paper if necessary)

	Job title & description of duties	Salary	From	To	Reason for leaving

References

Please give us the details of two people who will provide us with a reference. One should normally be your current employer.

<p><u>1st Referee</u></p> <p>Current / most recent employer YES / NO</p> <p>If NO please state the capacity of your referee</p> <p>_____</p> <p>Name_____</p> <p>Address_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Post code_____</p>	<p><u>2nd Referee</u></p> <p>Current / most recent employer YES / NO</p> <p>If NO please state the capacity of your referee</p> <p>_____</p> <p>Name_____</p> <p>Address_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Post code_____</p>
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Please tick the boxes below if you do not wish for one or both of your referees to be contacted prior to interview.

1 st Referee	<input type="checkbox"/>	2 nd Referee	<input type="checkbox"/>
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Are you related to any present or former employees of Care North West? YES / NO

How did you find out about this vacancy?

Do you have a current driving license? YES / NO

Do you have access to a car? YES / NO

Declaration of convictions / disclosure of information

The post for which you have applied involves working with vulnerable people who are considered to be vulnerable, and as such, the post is exempt from the provisions of the ‘Rehabilitation of Offenders Act 1974’. This exemption requires that you must declare ALL CONVICTIONS regardless of time past, including those convictions which would otherwise be regarded as ‘spent’.

No application for employment will be processed unless this declaration has been completed. A criminal record will not necessarily be a bar to any applicant obtaining the position for which they have applied.

Declaration:

Have you ever been convicted of any offence? YES / NO

If YES, please give details. You MUST include all offences, even those which would otherwise be considered as ‘spent’.
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I _____ (insert name)

declare that the information given in this application is true and accurate to the best of my knowledge, and that there are no convictions that have not been included. I understand that if I am offered the post and the information I have provided is subsequently found to be false, then this will be treated as ‘gross misconduct’ and I will be liable to be dismissed without notice.

Signed _____

Full name _____

Date _____

Appointment to this position will be subject to a CRB.

Data Protection Information The information which you have supplied on this form will be processed and may be held on computer, and will be held on your personal records file if you are appointed. The information will also be used for equality monitoring and statistical purposes. By signing this application, you will be deemed to have given your consent to this, including information which may be considered sensitive and personal.
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Equal Opportunities and Diversity Information

Please tick boxes as appropriate

(Confidential / for office use only)

Gender

Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

Religion (please state)

<input type="text"/>

Sexual Orientation

Hetro-sexual	Gay male	Gay female	Bi -sexual	Other
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Ethnic Origin

Ethnic origin refers to members of an ethnic group who share the same cultural identity. This does not mean country of birth or nationality.

I would describe my ethnic origin as:

Bangladeshi	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Other Asian, please state _____	<input type="checkbox"/>	Other Mixed Origin, please state _____	<input type="checkbox"/>
Black British	<input type="checkbox"/>	Irish	<input type="checkbox"/>
White British	<input type="checkbox"/>	Other	<input type="checkbox"/>

Disability

Care North West's definition of disability includes people with physical, mental or sensory impairments who experience, or have experienced, restrictions or discrimination in taking part fully in the mainstream of society

Are you registered as disabled?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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