



# Confidential Application Form

Title; Mr.  Mrs.  Miss  Ms   
Other please specify;  
Any other names you have been known by;

Date;  
Post applied for;

Car driver; Yes  No

Hours/shifts / Days able to work ;

Name;  
Address;

Postcode;

Telephone number;

Mobile Telephone number;

E- mail address;

Do you need a work permit to carry out the post? YES  NO

National Insurance Number.....

Are you currently employed? Please give details of hourly rate..... Any

Enhancements..... Weekly Hours worked.....

When would you be able to start work?

Where did you see the post advertised?	
Current employment details, Job title & brief role;	Name & Address of employer or educational status if in education
Full Date commenced	

## Qualifications and memberships of professional bodies

Please give details of any qualification you have gained e.g. GCSEs, NVQs. Where relevant you will be asked to show evidence of these.			
Name of qualification / Professional Body	Subject (s) & grade(s) gained	School/ college/university	Date awarded

### Other Training

***Please list any other training and courses you have which is relevant to the post applied for***

***Name of course/ training;***

***Dates;***

***Any other information you consider relevant to the post***

## Previous employment record

Name;		Post applied for	
Please give details of all jobs you have had starting with the most recent continue on a separate piece of paper if necessary giving reasons for any gaps in employment			
Job title & description of work	Name & address of employer/ type of business	Date started	Date left & reason for leaving
<b>Please give details of any disability you have and any special arrangements we will need to make for interview for you.</b>			

**Criminal convictions**

Do you have any criminal convictions? Yes  No

If yes please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974.

Please give details of two referees who can confirm that you meet requirement for the post applied for. One of these must be your most recent of current employer or a senior member of staff from your place of study. Your references should not be related to you in any way.

**Referee 1 Name**

**Referee 2 Name**

Position and relationship to you e.g. manger

Position & relationship to you e.g. manager

Address;

Address;

Postcode;

Postcode;

Telephone number;

Telephone number;

Email.

Email;

**Office use only**  
**Date requested;**

**Office use only**  
**Date requested;**

**Date received;**

**Date received;**

**Data Protection statement;**

The information you provide on this application will be used for employment purposes by My Carer only. Should you be successful it will be used for payroll, administration, supervision, appraisal holiday, sickness and CRB checking. This information is defined as sensitive under data protection legislation and by signing this form you consent to our processing for purposes listed above.

Declaration:

The information I have given is true and accurate to the best of knowledge, if the information provided is found to be false this may result in my application being refused and the post in question void. I can also confirm I have read and understood the data protection statement.

Signed:

Print Name:

Date:

## DBS

As an organisation using the DBS (disclosure and barring service) to assess applicants' suitability for positions of trust, My Carer complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within My Carer and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.



My Carer  
16-18 London Street  
Faringdon  
Oxon  
SN77AA

Friday, January 31, 2020

Re: Home Care Provider

Thank you for contacting My Carer in respect of home support worker vacancies. I am pleased to enclose an application form for you to complete and return, and also a job description for the post in question.

If there are any sections of the form you do not understand or feel you have difficulty completing please do not hesitate to contact us, as the whole form should be completed. We understand that it is a lengthy form however all the questions are requirements we have to fulfil.

We are an independent care provider specialising in the care of elderly and vulnerable people in their own homes so it is essential that you complete the sections for Employment History and also the section on referees. Unfortunately we cannot employ a person who works with or for another home care provider at the same time due to conflict of interests.

It would be helpful if you could complete the enclosed form (we do not accept CV's) and return it within two weeks of the date of this letter.

We look forward to hearing from you.

My Carer

## **Job Description**

### **Home Care provider**

Accountable to; Care coordinator / registered manager

Location; Faringdon & Wantage

### **Job purpose;**

To provide care for clients without direct supervision, working according to care plans, policies and procedures, but accountable at all times to the duty manager. To support client centered rehabilitation and care respecting individual choice and to maximize client's independence and quality of life, supporting the day to day delivery of My Carer.

### **Main duties, tasks and areas of responsibility;**

- ✓ To provide person centered planned care, advice, support and instruction to clients and their relatives and carers, to promote understanding of the aims of their care plan and goals to ensure a consistent approach to the client.
- ✓ To carry out planned care which may be in the form of group activity as directed by the manager, to monitor, record and report back on all the clients' progress.
- ✓ Undertake manual handling techniques with clients both single handed and as part of a team.
- ✓ To be aware of one's own limitations and ensure no task or procedure is carried out unless the employee has received training and feels competent to carry out the task safely.
- ✓ To be client centered, respect their dignity, to provide a high standard of care for client's ultimate benefit and work within a multidisciplinary approach to achieve this aim.
- ✓ Report, record and relay to the manager any risks, problems or concerns that they themselves, the client or relatives may identify / express.
- ✓ Maintain up to date patient and personal records according to My Carer policy and procedures.
- ✓ Maintain at all times client privacy, dignity and confidentially according to My Carer policies and procedures.
- ✓ Communicate effectively with other team members, clients, relatives, professionals and others and maintain a professional relationship.
- ✓ To be able to use a range of verbal and non – verbal communication tools to communicate effectively with clients to carry out their planned care.
- ✓ To be able to evaluate emergency situations and act accordingly according to My Carer policies and procedures.
- ✓ Prioritise general work load and be responsible for your own effective time management.
- ✓ To be able to work effectively across different environments and through changes in demand and circumstances
- ✓ To be able to deal with clients who have and show high levels of anxiety and aggression caused by pain, dementia, limited mobility and any other conditions.
- ✓ To be able to work showing physical capability to walk, bend stretch, sit, stand, twist, support and balance and frequently handle clients and operating equipment.
- ✓ To work and promote equal opportunities and diversity
- ✓ To provide input to contribute to the assessment and changing needs of the client.

## **Training & Education**

- ✓ Attend mandatory training in line with the policies and procedures
- ✓ To actively take part in continuing development to further your own learning and personal development including regular supervision, appraisal and reviews
- ✓ To share learning skills with other staff
- ✓ To be aware of one's own limitations and ensure no task or procedure is carried out until relevant training has been given

## **Health & Safety**

- ✓ To be responsible for one's own health and safety and that of clients, to adhere to and implement policies and procedures
- ✓ To be aware of health and safety guidelines including prompt recording and reporting of incidents to the manager.
- ✓ To ensure all equipment is clean in line with the health and safety policy prior to use.
- ✓ To contribute to the protection of vulnerable adults from abuse.
- ✓ To deal with health and safety implication of frequent exposure to unpleasant working conditions on a regular basis e.g. body fluids, sputum, vomit, urine, faeces, lice and occasional verbal and physical aggression.

**For all staff** - You have specific responsibilities under Health & Safety legislation to ensure that you:

- ✓ Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- ✓ Cooperate on all issues involving health and safety
- ✓ Use work items provided for you correctly, in accordance with training and instructions
- ✓ Do not interfere with or misuse anything provided for your health, safety or welfare
- ✓ Report any health and safety concerns to your line manager as soon as practicable

## **Professional**

- ✓ To adhere to all my Carer policies and procedures

## **Possible Range of activities under taken;**

- ✓ Personal care, to include, bathing, showering, strip washing, bed bathing
- ✓ Light house work to include hovering, dusting, bed making / changing, washing up, putting washing on / hanging it to dry, putting rubbish out.
- ✓ Shopping on behalf of or with the client
- ✓ Regenerating meals, preparing light meals
- ✓ Monitoring / medication visits
- ✓ Assistance with eating
- ✓ Manual handling
- ✓ Sleeping and waking night shifts