



APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Please complete in BLOCK CAPITALS

Position applied for:

How did you hear of this vacancy? (include date)

A. PERSONAL PARTICULARS

Personal Details																						
Surname:		Mr/Mrs/Ms etc:																				
First Name:		Forenames:																				
Address:																						
Postcode:		Email Address:																				
Home Telephone Number:		Mobile Number:																				
Date of Birth:		National Insurance No:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																			
Do You Need A Work Permit To Work In The UK? If yes please provide evidence at interveiw	YES/NO																					
Please Specify Your First Language:																						

B. EDUCATION AND QUALIFICATIONS

QUALIFICATIONS: Please give details of examinations attempted and results (including any examinations failed).

Name(s) and Address(es) of School(s)/College(s)	Dates		Subject/Courses Studied & Level	Examination Result/ Grade (include any examinations failed)
	From	To		

FURTHER AND HIGHER EDUCATION: Please give details of all further and higher education since leaving school including training courses and details of qualifications.

University/College/ Institute Attended	Dates		Subjects Studied Type of Training	Qualifications Obtained
	From	To		

C. EMPLOYMENT HISTORY

Please list in reverse order all the organisations for which you have worked for, **to include breaks in employment specifying reason.**

Name (s) and Address (es) of Employer (s)	Dates		Position Held/ Main Duties	Starting/ Leaving Salary	Reason for Leaving
	From	To			

PLEASE GIVE DETAILS OF ANY EXPERIENCE, SKILL OR ACHIEVEMENTS WHICH YOU FEEL MAY BE RELEVANT IN YOUR APPLICATION FOR EMPLOYMENT. (Continue on separate sheet if necessary).

F. REFERENCES

PLEASE GIVE THE NAMES AND ADDRESSES OF THREE REFEREES WHO ARE NOT RELATED TO YOU, WHO WE CAN APPROACH FOR A CONFIDENTIAL ASSESSMENT OF YOUR SUITABILITY FOR THIS JOB.

Can we approach your present/most recent employer?

Yes/No

Reference 1 (Current or Most Recent Employer)			
Name:			
Position Held:			
Address:			
Postcode:		Telephone Number:	

Reference 2 (Previous Employer)			
Name:			
Position Held:			
Address:			
Postcode:		Telephone Number:	

Reference 3 (Character Reference) N.B This cannot be a member of your family or a friend			
Name:			
Relationship:			
Address:			
Postcode:		Telephone Number:	

G.AVAILABILITY

(For applicants applying for care work, please complete this section stating all of the days and times that you are available to work.)			
	✓	Times Available to Work (e.g. 07.00 – 12.00, 1800-2200)	Comments (e.g. available for one evening per week on any day)
Monday:			
Tuesday:			
Wednesday:			
Thursday:			
Friday:			
Saturday:			
Sunday:			
Total Hours Required Per Week:			

C R B Check Information Required

I am prepared for to pay £25.00 towards the cost of my Criminal Record Bureau check prior to commencement of employment and the remaining outstanding balance to be deducted from my first wage.

Signed

Name

How long have you been at your current address, if less than five years we require, all your previous addresses for this period stating month and year you resided at these.

.....

.....

.....

I would be most appreciative if you let the administrator have the below information on interview.

Educational/Training

Any certificates that you may think is relevant to the position applied for.

DECLARATION OF APPLICANT

I confirm that all information is correct.

I understand that any false information or deliberate omissions will cause my application for employment to be unsuccessful or, in the event of employment, render me liable to dismissal.

I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties, such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and, if successful, the information will be used to form my personnel record and will be retained for the duration of my employment and as long as is deemed necessary thereafter. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary for the purpose of recruitment and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed Dated

Please return completed application form to the following address

I Care Domiciliary Care
7 Kings Road
Cardiff
CF11 9BZ

JOB DESCRIPTION

POSITION: DOMICILIARY CARE WORKER

RESPONSIBLE TO: REGISTERED MANAGER

Purpose of Position

- To enable and / or assist individuals to remain in the community, to be supported and maintained safely in their own homes and thereby enhance the quality of life.
- encouraging your service user's individuality and independence
- helping your service user to maintain relationships with neighbours, the neighbourhood and familiar activities and surroundings, providing social contact, especially for service users who live alone
- assisting other care workers and professionals to provide care for your service user
- being the face of 'care in the community' and acting as our representative

Principle Responsibilities

1. To visit nominated Service Users, at times directed by the Care Coordinators and management.

To be particularly vigilant for signs of distress or anxiety in Service Users; any deterioration in physical and /or mental health, or safety of the environment, and to report these as a matter of urgency to your manager or coordinator in her absence.

To carry out all tasks in a way that demonstrates respect for the privacy, dignity and value of all users, irrespective of severity or disability or personal circumstances.

To summon appropriate assistance in an emergency. All actions should sustain, support and enhance the independence of Service Users, as specified in their care plan.

2. Personal Care (only where specified on the care plan and subject to appropriate review):

Assist Service Users in/out of bed, chairs, etc., using agreed procedures. Assist Service Users in turning to relieve pressure areas.

Assist Service Users in (un)dressing, care of aids and personal equipment (hearing aids, glasses, dentures, prosthesis, etc).

Assist Service Users in all aspects of personal hygiene, i.e. washing, shaving, showering etc.

Assist Service Users in feeding.

Assist Service Users to access toilet facilities, emptying commodes and disposal of incontinence materials, using agreed health and safety procedures.

Encourage Service Users to maximise their own abilities and skills

3. Domestic

Where directed, maintain cleanliness of Service Users home, to meet with health and safety requirements.

Light fires or operate other sources of warmth.

Where appropriate home facilities are available, launder and iron clothes and/or bed linen.

Undertake essential shopping, payment of bills.

Where directed prepare or reheat meals provided and/or demonstrate to service user.

4. Social

Actively encourage Service Users, according to their capabilities, to participate in all aspects of daily living activities.

Develop and maintain personal contact with the Service User through talking and listening.

Provide support as part of a caring team, liaising with informal carers, other agencies or professionals as necessary.

5. Collaboration with Other Agencies

Assist the management to maintain good relationships with other personnel involved in the care of the Service User, i.e. Community Nurses, Social Workers, G.P's, etc., as part of a caring team.

6. General Duties

As required maintain accurate, legible, record and submit them on a regular basis to the manager.

Participate in i-care's Electronic Call Monitoring system as appropriate.

Maintain confidentiality at all times.

Advise Service Users of the complaints procedures (where appropriate)

Participate in all training courses, including NVQ2 in Health and Social Care.

Comply with legal requirements (Domiciliary Care Agency (Wales) Regulations 2004) and National Minimum Standards; Health and Safety at Work Act, etc)

Participate in meeting as appropriate and attend regular supervision sessions.

Any other duties reasonably falling within the scope of the post.

Be committed and promote i-care's Equal Opportunity and Anti Discriminatory Policies and Procedures in relation to both service provision and employment issues.

7. Decision Making Authority

To be responsible for any day to day decisions within the confines of the duties allocated and Job Description

Qualification and Experience

Desirable:

NVQ Level 2 Health and Social Care

Have an understanding of the relevant Health and Safety Legislation for Movement and Handling.

Essential:

Complete NVQ 2 within 2 years of course commencement if not qualified.

Understand the effects of ageing, disability, incapacity and illness and the effects these can have on a Service Users' well being.

Special Conditions

Criminal Record Bureau Disclosures

This post will result in you having substantial contact with the elderly, sick or disables. I-care, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will be subject to a Criminal Records Bureau Disclosure.

For office use only:

Interviewed by:	Date:		
Comments/Areas to Examine:			
Decision: (tick as applicable)	Reject <input type="checkbox"/>	Further Interview <input type="checkbox"/>	Accept <input type="checkbox"/>
Interviewer's report and reasons for decision:			Rejection letter sent: Yes/No

APPOINTMENT RECORD (To be completed where there has been an offer of employment).

CONDITIONAL OFFER LETTER: Date sent: Response: Acceptance/Refusal/No reply	REQUESTS FOR REFERENCES: Date sent: Response: Good/Satisfactory/No Reply/Suspect/Unsuitable
MEDICAL/MEDICAL REPORT (If applicable) : Date sent: Response: Good/Satisfactory/Suspect/Unsuitable	RIGHT TO WORK IN UK: Appropriate documentary evidence checked.
Starting Date: Starting Salary:	Grade: Job Title: Personnel/Clock Number: