

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Dear Applicant

Thank you for your enquiry regarding the post of **CARE SUPPORT WORKER**. I am enclosing an application form together with a job description and a person specification.

Please ensure that when returning the application form that you have filled in all parts of the form leaving no employment gaps. If there are any gaps in your employment history the processing of your application will be discontinued. In order to meet the aims and commitments of this organisation's equality policy, can you please also complete the Equality and Diversity Monitoring form enclosed with this application form. In addition, please supply the names of two people who are willing to act as your referees; one of them must be your current/previous employer or educational institute. In the event that you are short listed for an interview, please ensure that you bring with you some form of identification.

As mentioned in the job description may I remind you that the possession/use of a mobile phone is an essential requirement for this post.

When you have completed the application form could you please return it to one of the above addresses as ticked in person and not by post. Ensure you provide documentary proof of any material claim you may have made on your application form. For example, qualifications, training, etc.

#### **DOCUMENTS TO ACCOMPANY YOUR APPLICATION FORM**

- Passport or Home Office Documents
- At least 2 different utility bills (Gas/Electricity/Telephone etc.) showing your name and address
- One passport sized photograph
- Your National Insurance number (NI)
- Certificate(s) indicating your qualifications in the care industry if any
- Certificate(s) of training if any
- Current DBS certificate if any

#### **Note:**

*A DBS Disclosure Application Form is also enclosed for you to fill and return with your application form. You need to fill in this form even if you already have a DBS Certificate; if you are unsure about how to fill in the DBS Form please do not panic – bring the form back to one of our offices and we will assist you in completing it. The prospect of you working with us depends on the successful outcome of your DBS Disclosure Application Form; Section F of the DBS Form can be ignored.*

Thank you for your interest in CHC and I look forward to hearing from you soon.

Yours faithfully,

*Shadwick Kems*

Business Manager  
For Capital Homecare (UK) Ltd.

#### **Domiciliary Care Agency**

Capital Homecare is Registered in England as a Private Limited Company No. 7469685  
Registered with the Care Quality Commission (ID: 1-699256134)

## CHC APPLICATION FORM

**Please complete this application in black ink. Ensure your writing is easily read and understood. Also ensure that you fill in all parts of this form, otherwise your application may be rejected.**

How did you hear about this vacancy?		Are you related to anyone who works at Capital Homecare Limited?	YES		NO	
Post applied for:		Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>			

Please note that applicants will be considered for interview on the basis of successfully demonstrating that they meet the criteria listed as essential in the Personnel Specification. You are advised to read the Personnel Specification (Pg. 12) before filling in this application form.

### Personal Details

Full Name:											
Address:											
Home Tel No:											
Mobile No:											
Email Address:											
DOB:					National Insurance No:						
Do you have EU passport or Home Office document?	YES		NO		Do you hold a Work Permit?	YES		NO			
Do you require a permit to work?	YES		NO		Expiration date of Current Permit?						
Do you have a full driving licence?	YES		NO		Do you have access to a Car?	YES		NO			
How much notice do you have to give?											
Do you speak any other languages apart from English?							YES		NO		
If yes what are they?											
Who do we contact in case of an emergency?											
How are you related to the contact person?											
Contact person telephone number:	Home tel. No:					Mobile No:					

### Bank / Building Society Details

Account Holder's Name:			
Bank Sort Code:		Account No:	
Bank Branch Name:			
Bank Branch Address and Post Code:			
Building Society Roll No:			

## Education

Please give details of any qualifications, further education or specialized skills you have completed – example given. Verification of qualification(s) may be sought by the employer.

Schools / Colleges / Institutes Addresses	Dates		Subject	Qualifications Obtained Grades
	Start	Finish		

## Training

List any relevant training courses you have attended, giving brief details:

Name of Training Institution	Description of Training given	Dates		Qualification(s) Obtained
		Start	Finish	

## Employment History

Please ensure you give a 15 years employment history, starting with your most recent employer. If there are gaps in your employment history, please use the employment gap declaration form provided below.

Name & Address of Employer:	Post Held & Duties	Dates		Salary or Wages
		From	To	
Reason for leaving:				
Reason for leaving:				
Reason for leaving:				
Reason for leaving				
Reason for leaving				
Reason for leaving				
Reason for leaving				

## Employment Gap Declaration

**Gaps in employment history:** If there are any gaps in your employment history, please explain them below. For example, take time off from work to nurse a child, never had a job for quite a while after leaving college, period of unemployment, in university or higher education etc.

Date From	Date To	What were you doing?

## The Asylum & Immigration Act 1996 (Amendment 2004)

Under the provision of the Asylum & Immigration Act 1996 it is necessary for us to establish if all personnel for our organisation satisfy the requirements of the Act. It will be necessary for you to produce at the time of the interview at least original two of the following: Please tick as appropriate.

1	A document from a previous employer (e.g. P45, P60 or a Pay Slip)	
2	A document from the Inland Revenue (showing your name and NI No)	
3	A document from the Benefit Agency (showing your name and NI No)	
4	Passport: which shows you are either a British or a European Union (EU) citizen	
5	A Birth Certificate confirming birth in the UK	
6	A certificate of registration or naturalization as a British citizen	
7	Home Office letter confirming entitlement to work in the UK	
8	Two documents for proof of address (utility bills, bank statement etc.)	

## Immunization

It is very important that Care Support Workers (CSWs) are aware of the importance of immunization. This is in order to provide safeguards for the Service User, the CSW and their families. With regards to this it is particularly important that vaccination against the following is advisable to be obtained and frequently maintained. However, this is not an employment requirement rather it is introduced on advisory basis:

- |                                                                                         |                                                                                                                        |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Pollio</li><li>• TB</li><li>• Tetanus</li></ul> | <ul style="list-style-type: none"><li>• Rubella / Mumps / Measles</li><li>• Diphtheria</li><li>• Hepatitis B</li></ul> |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|



## Court Convictions

Due to regulations made by the Care Quality commission (CQC), it is mandatory for all employees within the Care Sector to have criminal record checks done by the Disclosure & Barring Service (DBS).

## Rehabilitation of Offenders' Act 1974 (Exceptions order 1975)

The exceptions order does not apply to this vacancy because of the nature of the work for which you are applying and the post is exempt from the provisions of section 4(2) of the Act. Applicants are not entitled to withhold information about convictions that would be otherwise spent under the provisions of the above act. Information given will be completely confidential. You must declare any criminal convictions, cautions and or pending prosecutions. If you have no convictions or cautions please state **NONE** below. If you have convictions and or cautions please state what below:


## The Barring List

YES	NO
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To your knowledge do you know if a referral has ever been made against you to the Barring Service?

<b>If yes please state what:</b>	
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## Criminal Convictions

YES	NO
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Do you have any criminal convictions?

<b>If yes please state what:</b>	
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## Disciplinary Action

YES	NO
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Has any disciplinary action been taken or pending against you? If Yes, state what in the space provided. You can also use one additional sheet of A4 should you need to.

<b>If yes please state what:</b>	
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## References

Please give the names, addresses and telephone numbers of two people whom we can contact for a reference. One must be your most recent employer. If for whatever reason you are unable to use your most recent employer for a reference please state why at the bottom of the page.

### 1st Referee (Most Recent Employer)

<b>Name of Referee:</b>		<b>Company Name:</b>	
<b>Post Held:</b>		<b>Relationship to Employer:</b>	
<b>Company Address:</b>			
<b>Telephone Number:</b>		<b>Company Email Address:</b>	

### 2nd Referee

<b>Name of Referee:</b>		<b>Company Name:</b>	
<b>Post Held:</b>		<b>Relationship to Employer:</b>	
<b>Company Address:</b>			
<b>Telephone Number:</b>		<b>Company Email Address:</b>	

### In what capacity do you know the second referee

Please tick / appropriate box as below:

<b>Previous Employer</b>		<b>Teacher/Tutor</b>		<b>Vicar</b>		<b>Iman:</b>		<b>Other:</b>	
<b>If Other Please Specify:</b>									
<b>If you cannot obtain a reference from your most recent employer please state why:</b>									



## Declaration [The EEC Working Time Regulation (WTR)]

The EEC Working Time Regulation (*WTR*) recommends that an employee should not exceed a 48-hour working week (*without sufficient periods of rest*).

All employees are therefore required to sign an agreement stating whether or not they wish to exceed these recommendations.

Please tick (✓) one of the following: -

I wish to work more than 48 hours

I do not wish to work more than 48 hours

**Additional information:** Please add any further information to support your application.

All information will be treated in the strictest confidence. I understand that appointment, if offered, will be subject to the information given on this form being correct. I further declare that all the preceding information and statements are true to the best of my knowledge. I authorize CHC to make any inquiries deemed necessary in order to verify the information that I have given and I agree to inform them of any convictions and/or cautions received prior taking up employment. I confirm acceptance of all the conditions outlined.

**Applicants  
Signature:**

**Date:**

## Privacy Notice (GDPR) – Job Applicants

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".

## CHC Equal Opportunities Monitoring Form

Capital Homecare (UK) Limited has an Equal Opportunities Policy; in order to ensure that the policy is effective CHC is using this Equal Opportunities monitoring system. This information is confidential and will be used solely for the purpose of monitoring and planning our services and procedures. Please tick (✓) the boxes that describe you best:

Gender	Tick Here
Male	
Female	

Gender	Tick
Black (African)	
Black (Caribbean)	
Black (British)	
Black (Other) – Describe:	
White (British)	
White (Irish)	
White (Other) – Describe:	
Greek/Greek Cypriot	
Turkish/Turkish Cypriot	
Asian (Chinese/Vietnamese)	
Asian (Indian/Pakistani/Bangladeshi)	
Asian (Other) – Describe:	
Latin American	
Arab	
Mixed parentage – Describe:	
Others:	

If others please specify below:

### Where to return this application form:

Please return this application form to:	<b>CAPITAL HOMECARE (UK) LIMITED</b>
Address:	HR Department, 77A Woolwich New Road, Woolwich, London SE19 6ED
If you have further queries please call:	<b>0208 854 8665 and ask to speak with the HR Manager</b>

### For Office Use Only

Closing date:		Date Received:	
Application form checked by:		Signature:	Date:
Interview date:		Job offered?	YES NO
Date References sent:		Reference Satisfactory:	YES NO
Employee Start Date:		Employee End Date:	

## **Job Description**

### **Purpose of the job**

To provide high standard Personal and Practical support to vulnerable people with domiciliary care needs in their own homes, residential homes or at shelter accommodations. Your work will be overseen formally by the Service Coordinator/Manager and thereon by a Care Supervisor who will become your line manager, you will be reporting to your line manager.

### **Duties of the post include:**

- Providing care at the homes of individuals with special needs and performing a range of supportive functions, including Personal Care, Emotional Support and Domestic Assistance as specified by Social Services / Service User.
- Complying with the directions and requests of the Service User, as far as this is possible and in line with CHC Policy Statements.
- Adhering to the policies of CHC and the principles upon which the service is based.
- Maintaining strict confidentiality of information regarding Service Users within the policies of CHC, the GDPR((EU)2016/679) and the Data Protection Act 1998.
- Bathing in bed / bathroom / chair/ and assisting Service Users with all aspects of personal hygiene.
- Assisting with dressing and undressing.
- Assisting with mobility using any specialized equipment provided – Mobility Aids
- Assisting with laundering.
- Preparing light meals and cooking if required and washing up.
- Making and changing Services Users' beds when necessary.
- Making occasional but essential shopping trips and collection of prescriptions.
- Completing and submitting weekly Time-Sheets/Log in and out by using the ECM system provided and completing Expense Claim Forms.
- Completing Incident Forms and submitting them to CHC.
- Participating in Induction Training and regular and purposeful supervision and group meetings.
- Keeping the office informed of any changes that are required or changes in the Service User's condition in his/her service provision as specified by Social Services on the Care Plan.
- To administer service user medicines safely and reporting any medication errors to your managers
- Taking the Service User to surgery (GP) or hospital appointments if stated on the Care Plan.
- Learning the organisation's Health & Safety regulations, complying with them and being responsible for the reporting of any concerns of the service to your line managers.

### **ADDITIONAL DUTIES FOR CARE WORKERS AT SUPERVISORY GRADE**

- Conduct Risk Assessment and submit to the responsible line manager or evaluator
- To undertake client service reviews and assessments
- Supervise Care Workers, resolve matters between clients and care workers and then report measures taken or recommendations to your line manager
- To undertake introductory visits to service users so as to introduce care workers and the organisation work practices before commencement of care
- To arrange for cover care workers and informing the office of such arrangements
- Training new care workers in service delivery specific to user needs most significantly on transfer aids
- To undertake care workers performance appraisal and recommending training requirements
- Visiting clients for face-to-face interviews, spot checks, telephone monitoring, and reviews
- Communicating with the office, social services, care workers, external agencies & health professionals
- Ensure clients have in their folders all the necessary documents
- Any other duties that you might be called upon to undertake from time to time

## Personnel Specification

### Criteria or Requirements

### **Methods of Assessment**

AF – Application Form

I – Interview

E – Essential

D – Desirable

<b>A. Experience and Education</b>	AF	I	E	D
1. Education	✓			
2. Relevant experience within context of caring	✓	✓	✓	
3. Ability to demonstrate basic knowledge of Health & Safety procedures	✓	✓	✓	
4. Knowledge of keeping client records & confidentiality	✓	✓		
5. Understanding and knowledge of Equal Opportunity in care	✓	✓	✓	
6. Experience in Report writing	✓	✓	✓	

<b>B. Knowledge / Skills / Abilities</b>	AF	I	E	D
1. Ability to communicate effectively and clearly	✓	✓		✓
2. Responsibility / Interpersonal skills / Emergency procedures	✓	✓	✓	
3. Demonstrable knowledge of Risk Assessment		✓	✓	
4. Punctuality and reliability	✓			✓
5. Knowledge of observable professional boundaries at work		✓	✓	
6. Knowledge of Community Care Services' and service providers' responsibilities	✓	✓		
7. Literacy and Numerical abilities		✓		✓