



**APPLICATION FOR EMPLOYMENT**

**STRICTLY CONFIDENTIAL**

**IMPORTANT: Please complete this form in black ink – failure to complete all sections may result in your application being declined.**

Position applied for	CARE SUPPORT WORKER
Date of application	

**PERSONAL DETAILS**

Surname (Mr/Ms/Miss/Mrs)	
First names	
Address (including postcode)	
Home telephone number	
Mobile number	
National insurance number	
Nationality	

**AVAILABILITY**

Period of notice required		Are you legally eligible for employment in the U.K?	YES/NO
What type of transport do you have?	Car/bike /other	Do you require a work permit?	YES/NO

What shifts are you available to work - please note, you **must** be available to work alternate weekends.

	MON	TUE	WED	THUR	FRI	SAT	SUN
0600 - 1100							
1130 - 1400							
1530 - 1800							
1900 - 2300							
Overnight							

Minimum hours required		Maximum hours required	
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## EDUCATION

Schools attended	Examinations passed	Year obtained

College, University, or further education	Degrees, awards or professional qualifications	Year obtained

## EMPLOYMENT HISTORY

Date From - To	Employer's name (most recent first)	Position held	Brief description of duties	Reason for leaving

## KNOWLEDGE, SKILLS & EXPERIENCE

Please tell us why you would succeed in this position, explaining relevant knowledge, skills and experience you have gained from current/previous employment. You should also provide any other information that may be of interest and relevant to the position. Please remember to address the criteria mentioned in the job description and/or the personal specification when completing your application. (Continue on a separate sheet if necessary)

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## REFERENCES

Please provide the name, **full** address and telephone number of four referees, these people must **not** be related to you, and should have known you for at least 3 years.

**The first 2 references must be your present/previous employer as your professional references.**

Name	Address	Telephone	Relationship
Working:			
Working:			
Personal:			
Personal:			

**DISCIPLINE**

Have you ever been dismissed from previous employment / received a disciplinary hearing or had any investigation whilst at work in the last 2 years?

Yes

No

**If yes please provide details below:**

**REHABILITATION OF OFFENDERS ACT 1974 – NOTICE TO OFFENDERS**

Because of the nature of the work involved, the post for which you are applying is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Offenders Act (Exemption order 1975). This means that you are not entitled to withhold information relating to any convictions you may have had.

Do you have any convictions to disclose? **YES/NO**

Any information should be given on a separate sheet and sent with this application form. This information will be treated as confidential and will not necessarily preclude you from employment.

**DECLARATION**

I declare that the information given is correct to the best of my knowledge. I understand that omissions or false statements may disqualify me from employment or lead to dismissal. I give the employer the right to investigate all references.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return your completed application pack to:

**One to One Homecare Ltd.  
30 Alexandra Road  
Lowestoft  
Suffolk  
NR32 1PJ  
Tel: 01502 585363**

## EXPERIENCE CHECKLIST

Have you had any previous training or experience in any of the following tasks? This could be through having worked as a care support worker in the past or because you have looked after members of your family.

Please tick the relevant boxes to indicate tasks you have previously performed. Do not worry if you have no previous experience as all our care support workers have full training before they commence employment.

Assisting Service Users with:

DRESSING	
DENTURE / MOUTH CARE	
EYE CARE	
HAIR CARE	
SHAVING	
BEDMAKING OCCUPIED/UNOCCUPIED	
BED BATHS	
BATHING SOMEONE	
USE OF BATH AIDS	
USE OF COMMUNE	
CONTINENCE CARE	
CATHETER CARE	
COLOSTOMY / STOMA CARE	
PRESSURE AREA CARE	
WALKING AIDS	
MANUAL HANDLING	
USE OF HOISTS & MANUAL HANDLING EQUIPMENT	
NUTRITION	
HOUSEWORK / LAUNDRY	
COOKING	

## Care Support Worker Job Description

### Summary of Role

A Care Support Worker enables Service Users to live a full and rewarding life within their own home/community.

The key objective of the role is to provide the level of support required by each individual service user to fill the gap between what they are personally able to do and what they actually need to be able to do to lead an independent life.

All job-holders are required to work within the framework of the individual service users care plans and shared action plans to ensure that all of their needs are met.

Additionally, job-holders are to assume overall responsibility for their wellbeing and acting as a vital link between the service user and all the other component parts of their life.

Post Title: Care Support Worker

Accountable to: Care Co-Ordinator

Responsible To: Branch Manager

Main Role Purpose: To provide care to individuals, participation and contribute toward the rehabilitation, independence and support of our Service Users Supporting them to remain in their own homes for as long as possible. Performing a wide range of tasks according to individual needs.

Personal Care: To assist with –  
Washing/Bathing  
Dressing  
Toileting / Emptying Commode  
Assisting to eat/drink  
Personal Appearance  
Prompting to take Medication

Domestic Care: Laundry  
Domestic tasks within the home  
Meal Preparation

Social Care: Collecting Prescriptions  
Shopping  
Socialising

Specific Responsibility: To know and work by One to One Homecare Ltd. Policy and Procedure. Work to ensure the Security of all our Service Users. To maintain Confidentiality at all times

The aim of One to One Homecare Ltd is to provide the highest possible level of Community Care while promoting a person's right to Choice, Dignity, and Personal Independence.

We provide training for the role of Care Support Worker with a four day induction.

This is not an exhaustive list of duties which may vary with individual Service Users.

**I have read this job description and understand that the duties are not exhaustive.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PERSONAL SPECIFICATION – CARE SUPPORT WORKER**

Please put a tick against anything you feel applies to you.

<b>ESSENTIAL</b>		<b>DESIRABLE</b>	
<b>ABILITY</b>			
ALTERNATE WEEKENDS		0600 START	
ONE SHIFT OR MORE ON MOST DAYS		CAR	
<b>PERSONAL ATTRIBUTES</b>			
PROFESSIONAL APPROACH		SENSE OF HUMOUR	
HONEST		CONFIDENT	
RELIABLE			
CARING NATURE			
ABILITY TO WORK ON OWN INITIATIVE			
ABLE TO WORK AS PART OF A TEAM			
FLEXIBLE			
<b>KNOWLEDGE / EXPERIENCE</b>			
UNDERSTANDING OF COMMUNITY CARE		NVQ QUALIFICATION	
EMPATHY		WILLING TO LEARN	
LIFE EXPERIENCE		CARE EXPERIENCE	
<b>SKILLS</b>			
GOOD COMMUNICATION SKILLS		GOOD WRITTEN SKILLS	
GOOD UNDERSTANDING OF CONFIDENTIALITY		ENTHUSIASM	
COMMON SENSE		PROBLEM SOLVING	