



3 Mengham Road, Hayling Island, Hampshire PO11 9BG

APPLICATION FORM

Position applied for:

Date Application completed:

PERSONAL DETAILS

| | | |
|---------------------------|------------------------|------------------|
| Name: | | Title: |
| Previous Name (s): | | |
| Address | | |
| | | Post Code |
| Telephone No: | Mobile No: | |
| Nationality: | Place of Birth: | |
| Email address: | | |

ABOUT YOU

| | | |
|-------------------------------------------------------------|------------|-----------|
| Do you have a current driving licence? | Yes | No |
| Do you own a car? | Yes | No |
| If no state other transport: | | |
| Have you had a police check? | Yes | No |
| Do you give consent for us to obtain a police check? | Yes | No |

Any position within Helping Hands Allcare Ltd is subject to a check by the Disclosure & Barring Service.

| AVAILABILITY | | | | |
|-------------------------------------------------|----------------|-------------------|------------|----------------|
| Please indicate exact times you can work | | | | |
| Week Day | Morning | Lunch | Tea | Evening |
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |
| Weekend | Morning | Lunch | Tea | Evening |
| Saturday | | | | |
| Sunday | | | | |
| Approximate hours: | | Signature: | | |

Care workers are not permitted to change availability until after completion of the probationary period of six months. Any changes of availability must be submitted in writing and are at the discretion of management

| EMERGENCY COVER AND PRE ARRANGED HOLIDAYS | | |
|--------------------------------------------------|-----|----|
| Are you available for extra/Emergency cover? | Yes | No |
| Do you have any holidays booked? | Yes | No |
| Please state any pre booked holiday dates. | | |

| Date you can start work (to include notice period). | | |
|------------------------------------------------------------|-----|----|
| Will this be in addition to other employment: | Yes | No |

| EDUCATION | | | |
|---------------------------------------------------|------------------------|-------------------------------------------------------|-------------------------------|
| All periods of Education must be completed | | | |
| School/College | Dates From / To | Qualifications GCSE's/ A Levels/ Degrees/NVQ's | Date of Qualifications |
| | | | |
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WORK EXPERIENCE

Most recent employment first – Please give full employment history.
Any gaps in employment history must be accounted for and will be investigated.

| Employers Name and Address. | Dates From / To | Brief Description of Duties | Reason for leaving |
|-----------------------------|-----------------|-----------------------------|--------------------|
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Please continue on a separate sheet if necessary

SKILLS AND TRAINING

Please provide any relevant information regarding your skills, experiences and training that you feel is relevant to the job role and description and will help in the application stage.

REFERENCES

One referee must be your present or last employer. Full details including telephone numbers must be **given**

| | |
|---------------------------------------------|---------------------------------------------|
| Name | Name |
| Capacity in which known: | Capacity in which known: |
| Name of organisation: | Name of organisation: |
| Address: | Address: |
| Post Code: | Post Code: |
| Telephone Number: | Telephone Number: |
| Email Address (Preferred way for reference) | Email Address (Preferred way for reference) |
| Employment / Personal (Please circle) | Employment / Personal (Please circle) |

References will be taken up before your first assignment

DECLARATION

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading or that I have withheld relevant information my application may be disqualified. If I have already been appointed I understand that I may be dismissed. I hereby give my consent to the company processing data supplied on this application form for the purpose of recruitment and selection.

Signature:

Print Name:

Date:

Please return your completed application form to: Helping Hands Allcare Ltd 3 Mengham Road, Hayling Island, Hampshire PO11 9BG or email to care@helpinghandsallcare.co.uk

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CARE WORKER

JOB DESCRIPTION

DEPARTMENT: Care Services
REPORTS TO: Service Co-ordinators / Managers
JOB PURPOSE: To ensure that service users are receiving support and care in accordance with their care plan.

| | |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | To carry out all allocated work in accordance with scheduled time and duration. |
| B | To report any changes in health/need/risk to the Senior Carer/Registered Manager. To complete appropriate records of any changes. |
| C | To provide support and assistance for personal and caring tasks. These are inclusive of assisting a service user to get up/get in to bed, dressing/undressing, washing/bathing, toileting, incontinence support etc. |
| D | To provide support to service users to take prescribed medicines and to be responsible for storage, administration and recording in accordance with policy and procedure. |
| E | To promote independence for service users. |
| F | To provide support for service users with mobility restrictions/physical disabilities. To appropriately utilize, in accordance training, policy and best practice; care aids, mobility aids and personal equipment. |
| G | To maintain the cleanliness of all equipment used and to fulfil all infection control requirements. |
| H | To support in the promotion of mental and physical activity/stimulation for service users. |
| I | To provide an appropriate level of support and assessment for service users with varying needs, inclusive of service users who are in receipt of palliative care. |
| J | To ensure that each service users individuality is respected and to encourage all service users to exercise their rights to privacy, choice, independence and dignity. |
| K | To ensure that prior to commencing work, you have sufficient personal protective equipment, full knowledge of your schedule and service users need, have your identification and relevant client access information. |
| L | To comply with any requirements from Local Authority business partners for Helping Hands Allcare Ltd to be compliant with any Electronic Time Management System. |
| M | To attend all booked staff supervision and training in accordance with scheduled times. |
| N | To complete all relevant paperwork pertaining to service user wellbeing, daily reporting, medication, incident/accident reporting, statements as directed etc. |
| O | To comply with all relevant Company policy and procedure. |

This is not an exhaustive list of duties.

Please sign that you have read and understood the job description. You will be given a copy of this document to keep and a copy will be retained on your file.

Name:

Signature:

Date:

Criminal Record and Barring Checks

Your offer of employment will be subject to a satisfactory disclosure from the Disclosure and Barring Service (formerly the Criminal Records Bureau).

The Rehabilitation of Offenders Act 1974 helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions to employers after the rehabilitation period, has elapsed and the convictions become "spent" (old). During the rehabilitation period, convictions are referred to as "unspent" (current) convictions and must be declared to employers within the application form.

In order to protect the vulnerable, the Rehabilitation of Offenders Act (Exceptions) Order 1975 exempts some professions within the health and care sectors from this approach. The rules on what can be considered when recruiting an applicant have been revised under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 (S.I. 2013/1198) to provide that certain "spent" convictions and cautions will become protected when specific conditions are met. Protected convictions and cautions will not be disclosed in a DBS check, and employers cannot ask for information about protected convictions or cautions, or take these into account when assessing an individual's suitability for a post.

Before completing the criminal conviction question(s) please ensure that you read the guidance and criteria for the filtering of these convictions and cautions which can be found on the Disclosure and Barring Service website at: www.gov.uk/government/organisations/disclosure-and-barring-service.

The definitions for the following are:

- ❖ **Cautions** – a minor offence has been committed and the police have issued a caution.
- ❖ **Convictions** – an individual who was found guilty and charged.
- ❖ **Reprimands** – an individual has been reprimanded by the police for a minor offence.
- ❖ **Warnings** – a minor offence has been committed and the police delivered a warning.

As you are applying for a post which involves having access to Vulnerable Adults, your offer of employment will be subject to a satisfactory disclosure from the Disclosure and Barring Service (formerly known as Criminal Records Bureau). Failure to reveal information relating to convictions that you are required to identify could lead to withdrawal of an offer of employment. Where the position falls under regulated activity and meets the criteria for an enhanced criminal record check, the disclosure will include information held against the barred lists for working with children and/or working with adults and any restrictions to that barring.

Please note this particular information within the application form will only be viewed by those who need to see it as part of the recruitment process. Any information disclosed will be treated strictly confidential.

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the <u>Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)</u> | YES | NO |
| <p>If yes please give details:</p> <p>(Any such information will be completely confidential and will be considered only in relation to your application for this post and will not necessarily be a bar to obtaining this position).</p> | | |

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Are there any outstanding charges against you: | YES | NO |
| <p>If yes please give details:</p> <p>(Any such information will be completely confidential and will be considered only in relation to your application for this post and will not necessarily be a bar to obtaining this position).</p> | | |

Signature:

Print Name:

Date:



Helping Hands Allcare Ltd has an Equal Opportunities policy which is based upon the principle of appointing on merit regardless of age, gender, race, religion or belief, sexual orientation or disability. We want to find out whether this policy is working and take steps to ensure further progress is made to action equal opportunities.

In order to monitor our policy we need to know about the people who apply to join our Company.

The survey is based on that devised by the Equality and Human Rights Commission

This slip will be detached from your application form upon receipt and the information will not be taken into account when making the appointment

If you are successful at interview and take up employment Helping Hands Allcare Ltd , the equal opportunities information you have provided will form part of your employment record and will be held and maintained in accordance with the Data Protection Act 2018 (DPA) and General DATA Protection Regulation (GDPR).

| | |
|--------------|--|
| Name: | |
|--------------|--|

| | |
|------------------------------|--|
| Position applied for: | |
|------------------------------|--|

Gender

| | |
|--------------------------|--|
| Male | |
| Female | |
| Non-Binary | |
| Prefer not to say | |

Ethnic Origin

| | | | |
|-------------------------------|--|-------------------------------|--|
| White | | Mixed | |
| British | | White and Black Caribbean | |
| Irish | | White and Black African | |
| Gypsy or Irish Traveller | | White and Asian | |
| Any other White background | | Any other Mixed background | |
| Asian or Asian British | | Black or Black British | |
| Indian | | Caribbean | |
| Pakistani | | African | |
| Bangladeshi | | Any other Black background | |
| Chinese | | | |
| Any other Asian background | | | |
| Other | | | |
| Arab | | | |
| Any other ethnic group | | | |
| Prefer not to say | | | |

Sexual Orientation

| | |
|---------------------|--|
| Heterosexual | |
| Bisexual | |
| Gay Man | |
| Gay Woman / Lesbian | |
| Prefer not to say | |

Disability

Do you consider yourself to have a disability under the Equality Act 2010? A disability is defined as 'physical or mental impairment which has substantial and long term adverse effects on the ability to carry out normal day to day activities'.

| | |
|-------------------|--|
| Yes | |
| No | |
| Prefer not to say | |

For the purpose of compliance with the Data Protection Act 2018 (DPA) and General DATA Protection Regulation (GDPR), I hereby confirm that by completing this form I give my consent to the company processing the data supplied on this form for the purpose of equal opportunities monitoring.

Signature:

Date: