



Application for Employment

Meadow Lodge Home Care Services are committed to promoting the equality of opportunity and welcomes applications from anyone who feels that they are able to carry out the duties, regardless of any previous experience.

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| Position Applied For: | Carer |
|-----------------------|--------------|

Personal Details

| | |
|--|------------------------|
| Miss / Mrs / Ms / Mr | Last Name: |
| First Name/s: | Marital Status: |
| Address: | |
| | |
| Post Code: | Home Telephone No: |
| Mobile No: | |
| Do you have a current driving licence? Y / N | National Insurance No: |
| Email address: | |
| How did you find out about this vacancy? | |
| Are you related to any present or former employees of Meadow Lodge? Y / N | |

Availability to work

Please indicate which days of the week, the start and finish times and the number of hours you would like to work

| Mon | Tues | Wed | Thurs | Fri | Sat | Sun | Total Hours Per Week |
|-----|------|-----|-------|-----|-----|-----|----------------------|
| | | | | | | | |

Please note that a condition of the role of Community Carer at Meadow Lodge Home Care Services requires that you are available to work weekends, Bank Holidays, Christmas and New Year.

References

Please give us the details of two people who will provide us with a reference. Where possible, one should normally be your current employer. If this is not the case, please tell us why not. Please state if you would prefer us not to contact your current employer before interview, we will however contact them before appointment.

| | | | |
|--------------------------------|----------|--------------------------------|----------|
| Name: | | Name: | |
| Position: | | Position: | |
| Company Name: | | Company Name: | |
| Address: | | Address: | |
| | | | |
| | | | |
| Post Code: | | Post Code: | |
| Tel No: | | Tel No: | |
| Is this your current employer? | Yes / No | Is this your current employer? | Yes / No |
| Are they related to you? | Yes / No | Are they related to you? | Yes / No |
| Can we contact this referee | Yes / No | Can we contact this referee | Yes / No |

Probation Period

Upon commencement of your employment with Meadow Lodge Home Care Services you will be expected to demonstrate your suitability for the post you have been appointed to, you will therefore be employed initially on a three month probationary period from the date of appointment. During this time your Manager will undertake assessment of your suitability in your new role. Your timekeeping, absence, conduct, work performance and training needs will be reviewed at regular intervals. Unsatisfactory completion of your probationary period may result in the extension of your probationary period or termination of employment in accordance with company policy.

Protection of Vulnerable Adults Scheme

Anyone who works in the Care Sector is required to hold a Disclosure and Barring Service (DBS) check before they can commence any employment involving vulnerable adults.

These checks can take two to three weeks to be completed. The cost of the DBS check will be deducted from your salary.

If your application is successful you will be requested to provide copies of the following ID:-

- Birth Certificate
- Driving Licence & Valid Insurance Certificate – if held
- Marriage Certificate – if applicable
- Valid Passport
- Recent Bank Statement (top section only)
- Utility Bill – (must have your current name and address on)
- Recent P60

Please note that as the role of a carer requires you to travel to different locations then your car insurance must provide cover for Class 1 personal business use.

Employment History – Present or most recent employment

| | |
|---|---------|
| Name of employer: | |
| Job Title: | Salary: |
| Dates from / to: | |
| Period of notice / Date available to start: | |
| Key Responsibilities: | |
| Reason for seeking new position: | |

Previous Employment

Please detail your full employment history. If there are gaps in employment please tell us why e.g. unemployment, bringing up family etc.

| Name & address of employer | Job Title | Dates from to Month & Year | Salary | Reason for leaving |
|----------------------------|-----------|----------------------------|--------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Education, training & development

| School /College | From | To | Qualifications – include dates and grades where applicable |
|-----------------|------|----|--|
| | | | |

Please continue on separate page where required.

Education, training & development continued

If you have undertaken any training, voluntary work or feel that any life experiences have improved your employment prospects for this role please give details below:

Further Information

Please use this space to tell us about any other information that you feel will help your application, including any other skills you may have

Please continue on separate page where required.

Health Assessment Questionnaire

The purpose of this questionnaire is to assess your fitness as an employee of Meadow Lodge Home Care Services. This is a requirement under the Care Standards Act 2000, (regulation 7,9, 19) and also Working Time Regulations 1998

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|---|--|
| To be completed by the applicant | |
| Date | |
| Name | |
| Please detail below any medical conditions that you are aware of which may prevent you or make it difficult for you to carry out your duties as a carer for Meadow Lodge Home Care Services. | |
| Next of kin emergency contact name: | |
| Next of kin emergency contact telephone number: | |
| Name, Address telephone number of Doctor: | |
| <p>I declare that I am physically and mentally fit for the purposes of the work which is to be performed</p> <p>Signature of person making this statement:</p> <p>Date of Statement:</p> | |

Equal Opportunities Monitoring

The information supplied on this form will be used in total confidence and in accordance with current Data Protection Legislation. It will help to ensure Meadow Lodge Home Care Services properly monitors and conforms with its policies relating to the equality of opportunity.

Information will be used for monitoring and no other purpose.

Our committed aim is to allow staff to develop their skills and realise their maximum potential as individuals without any wish on the part of the home to limit their opportunities.

Please place a tick in the relevant box or boxes:

Would you describe your ethnic origin as:

| | | | | | | | |
|------------------------|--|------------|--|-------------------|--|-----------|--|
| White: | | English: | | Chinese: | | Hispanic: | |
| European: | | African: | | Caribbean: | | Indian: | |
| Asian: | | Pakistani: | | Mixed: | | | |
| Other (please specify) | | | | Prefer not to say | | | |

| | | | | |
|----------|-------|--|--------|--|
| Are you: | Male: | | Female | |
|----------|-------|--|--------|--|

| | | | | | | | |
|---|--|---------|--|---------|--|---------|--|
| Please indicate your age in the ranges below: | | | | | | | |
| 16 – 21 | | 22 – 25 | | 26 – 30 | | 31 - 35 | |
| 36 – 40 | | 41 – 50 | | 51 – 60 | | 61 - 65 | |
| Do you consider yourself to have a disability? Yes / No | | | | | | | |
| If YES, please indicate the nature of the disability: | | | | | | | |
| | | | | | | | |

Rehabilitation of Offenders Declaration Form

The post for which you have applied involves working with older people who are considered to be vulnerable and as such, the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, where a Standard or Enhanced certificate can legally be requested. From 29th May 2013, employers can only ask an individual about convictions and cautions that are unspent, as some information will now be filtered and will not appear on the certificate.

An adult conviction will be removed from a DBS criminal record certificate if:

11 years have elapsed since the date of conviction
6 years have elapsed since the date of caution

For those under 18 at the time of the offence the same rules apply for adults except:

5.5 years have elapsed since the date of conviction
2 years have elapsed since the date of caution

There is a list of convictions that will never be filtered and these include offences related to sexual offending, violent offending and/or safeguarding. Also, if a person has more than one conviction or caution, none of them will be filtered.

No application for employment will be processed unless this declaration has been completed.

A criminal record will not necessarily be a bar to any applicant obtaining the position for which they have applied.

Declaration: Do you have any unspent convictions, cautions, reprimands or warnings?

YES / NO

If YES, please give details.

I declare that the information that I have given is correct.

I understand that if I am offered the post and it is subsequently found that the information given is incorrect, this may be treated as gross misconduct and I may be liable to dismissal without notice.

Full name:

Signed: Date:

Please Return Your Completed Form to:

Nikki Prankett
Meadow Lodge Home Care Services
G3 Lincoln House
Lincoln Way
Sherburn in Elmet
North Yorkshire
LS25 6PJ

For more information about Meadow Lodge Home Care Services please visit our website

www.meadowlodgehcs.co.uk

Data Protection Information: The information which you have supplied on this application will be processed and may be held on computer and will be held on your personal records file if you are appointed. The information will also be used for equality monitoring and statistical purposes. By signing this application you will be deemed to have given your consent to this, including information which may be considered to be sensitive and personal.

Meadow Lodge Home Care Services Job Description – Carer

Job Purpose

To be responsible for the delivery of the highest standard of personal and social care to clients in their homes, whilst contributing to the continual reassessment of individual needs as part of a team approach.

Key Activities

- Assistance with physical tasks e.g. washing, dressing, feeding, toileting, medication, continence, exercise routines.
- Limited domestic and financial duties e.g. laundry, cooking, cleaning, shopping and benefit collection
- Limited social tasks to help individuals to maintain community and family involvement.
- To actively promote, encourage and support service users to maximise independence.
- To work in accordance with practices, procedures and policies laid down by Care Standards Act.
- To effectively communicate with each individual service user and their families whilst remaining within appropriate boundaries in accordance with company policy.
- To positively support team members with advice and guidance to assist them with their role.
- To promote equality for all individuals.
- To liaise with other professionals as part of a multi-disciplinary team.
- Maintain confidentiality regarding all aspects of each individual Service Users personal situation and care needs.
- To administer and record medication as prescribed to service users in accordance with the company policy.
- To ensure that all conduct and performance concerns you may have with team members are immediately reported to the Registered Manager for the appropriate action to be taken.
- To maintain case notes to ensure that information is available for those people who are entitled and need to know.
- To contact health professionals or GP as deemed fit.
- To accept and seek consultation and care supervision from the Registered Manager or other team members who hold any overall responsibility for coordinating and monitoring the care plans of which the post holder is a part.
- To observe, monitor and feedback service user/carer situation changes (environmental and individual) and report concerns to the Registered Manager or other team members who hold any overall responsibility for coordinating and monitoring the care plans of which the post holder is a part.
- To act in ways to promote and encourage self-expression of the service user and carer within the care planning and review process.
- To attend training sessions as requested by the Registered Manager.
- To comply with the responsibilities under the Health and Safety at Work Act, including Moving and Handling, Food Hygiene etc.
- To participate in the Departmental Staff Appraisal System as part of a commitment towards personal and professional development.
- Report to Senior Care Coordinator any adult protection issues and ensure implementation of safeguarding procedures.

Education / Qualifications/ Knowledge and Skills/Training/Experience

- NVQ level 2 in health & social care. (or willing to work towards)
- Genuine interest in working with the relevant client group
- Ability to communicate effectively at all levels
- Full driving license desirable
- Satisfactory CRB Check

Additional Information

The above highlights the main tasks involved but all employees are expected to work flexibly within the team and undertake other associated tasks subject only to Health & Safety and training constraints.

The management reserves the right to alter the content of this job description to reflect changes to the job or services provided, without altering the general character or level of responsibility. The duties described in this job description must be carried out in a manner which promotes equality of opportunity; dignity and due respect for all employees and service users and is consistent with our Equal Opportunities Policy.