

Application Form

Unit A
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Recruitment Process

Before any member of staff is interviewed they are asked a series of questions to ascertain whether they meet the requirements to potentially fulfil the role of a homecarer within Nu Staff's employment.

Two written references are required, one of whom should normally be the immediate past employer and are followed up by a telephone call prior to confirmation of employment. Any gaps in employment will be explored. All referees must be professional and capable of giving you a caring reference to ascertain your caring capabilities.

All care workers agree to a police check and DBS first being carried out with the Criminal Records Bureau. The care worker will be required to provide the necessary information with this application. We do not charge you for the Police Check!

We will also expect a good level of spoken and written English.

If candidates meet the above requirements then they are either sent or given an application and health questionnaire to fill out at home and booked in for a face to face interview. The interview would normally take around one hour in a secure and private area.

We would require the following:

- Verification of identity (ie Passport)
- Work permit (if required)
- Driving License and Insurance Certificate
- A valid National Insurance Number
- Any relevant certificates in relation to the caring profession
- X2 passport photographs
- To carry out a Enhanced DBS and DBS First
- Minimum of two references as stated above

Commencing Employment, Appraisals & Supervisions

Should references and DBS First be returned satisfactorily and induction completed carers will work with our trainer in the community to demonstrate competence before being assigned their own rota.

You will have regular supervisions and have your standards of practice appraised annually, during this annual meeting any training and development needs will be discussed this will be carried out by either your manager or a senior member of staff. Written records will be kept on the content and outcome of each meeting.

You will meet with either your line manager or senior member of staff formally on a one to one basis at least once every 3 months to discuss your work. At least one of these meetings will incorporate direct observation of the care you are providing to a service user with whom you regularly work. Written records will be kept on the content and outcome of each meeting.

As part of our ongoing training and development you will be offered from time to time training courses to attend. Newly appointed carers who do not already hold a relevant NVQ or Diploma in care, are expected to demonstrate their competence and register for their Diploma within the first six months of employment and complete the full award within one year.

Job Description - Homecare

Purpose of role

To support individuals with all aspects of their day to day living, so they can enjoy the best possible quality of life. Providing care and support is both a challenging and rewarding experience. You will mostly work alone with the person in their home. Compassion, good communication skills and a calm and caring manner are essential for this important role.

Key responsibility

Safely provide compassionate care and support that is centred on the individual needs and wishes of each person. Respect the individuals choices and promote their dignity at all times.

You may be the only person the individual sees over a period of time, it is therefore essential to report any changes or causes for concern to your line manager promptly. You need to be clear about when to seek help and advice in order to keep the person safe and promote their well-being.

Duties, care and support

Give non-discriminatory care and support that values the diverse and unique qualities of each individual. See the whole person and not merely a list of care needs. Carefully listen and observe how individuals prefer their care and support to be delivered on a day to day basis. Help them make their own decisions and to be as independent as possible.

Follow instructions in the care and support plan which has been agreed with each person. This may include:

- All aspects of personal care
- Showering and bathing
- Dressing and grooming
- Toileting and continence care
- Teeth and dentures
- Taking medicines
- Encouraging, reminding; assisting and giving medicines
- Ordering and collecting prescriptions
- Returning unwanted medicines to the pharmacy for safe disposal
- Eating and drinking
- Helping the individual to plan what to eat and drink
- Gentle encouragement and help to eat and drink well
- Shopping, preparing and serving food and drinks
- Clearing the table, washing up and keeping the kitchen area clean and tidy
- Agreeing with the person how to store food safely and dispose of out of date produce
- Safely using aids and personal equipment in a manner that respects the dignity of the individual we are providing care for
- Housework, dusting and general tidying
- Washing floors, vacuuming, sweeping, laundry, ironing, making beds & changing the linen

Social and physical activities or mental stimulation such as

- Answering the door and greeting visitors
- Answering emergency bells and the telephone
- Writing cards and letters or emails
- Taking a person out shopping, to see their friends or to other activities
- Hobbies and recreations such as reading, photo albums, games, etc

Supporting a person through temporary and terminal illness, including

- End of life care
- Hospital appointments
- Liaising with community health support and families

Recording and reporting

Record and report all relevant customer information including

- The care and support that you provide and assistance with medicines
- Changes to a individuals condition or other concerns
- Faulty equipment or hazards in the home
- Response to emergencies, accidents and incidents
- Safeguarding matters
- Contact with families or carers and other professionals
- Other matters as required by Nu Staff Image Plan Limited's procedures
- Keep all information about customers and their families secure and confidential

Work well as part of the Nu Staff team

- Follow Nu Staff policies, procedures and guidance at all times
- Take part in staff and individuals meetings
- Attend training activities and appraisal and development meetings
- This list is not exhaustive and from time to time you may be required to undertake additional duties. We will provide full training in line with regulatory requirements.

Role Specification

This provides a picture of skills, knowledge and experience required to carry out the role. We will use the essential criteria to select suitable applicants for this post. You should demonstrate, using examples where possible, how you meet the essential criteria.

Personal attributes

- Caring and compassionate towards people in need of care and support
- Respect for people suffering from a range of medical conditions with different backgrounds and beliefs to your own. Commitment to non-discriminatory care practice
- Self-motivated and keen to learn. Willing to seek guidance when needed and follow instructions
- Excellent time keeper and reliable
- Good hygiene practice, including personal hygiene, and a smart appearance
- Good stamina and a level of fitness to meet the physical demands of the job

Knowledge and understanding

- General understanding of the needs of people who require care and support
- Respect for the rights of our service users. Understanding the importance of giving the best possible care and support centred on the individual needs and wishes of each person
- Understanding of why confidentiality is important and what this means as a care worker

Experience and skills

- Ability to listen, communicate clearly and build positive working relationships with individuals, their families, our care staff and other social and health care professionals
- Ability to give care and support to individuals with aspects of their daily living in a manner that respects their dignity, is non-judgmental and promotes their independence, choices and privacy
- Good organisational skills, so individuals receive the services they expect
- Ability to use own initiative and work alone or as part of a team especially in an emergency
- Numerical skills to support customers in managing their money and buying shopping or paying bills when requested to do so
- Ability to keep written records in clear English about the care and support given to each customer, including help with medicines
- Ability and willingness to follow Nu Staff's policies, procedures and instructions

Additional requirements

- Commitment to respecting individuals rights at all times including their rights to privacy, dignity and independence
- Willingness to undertake training. All staff are expected to meet regulatory training standards
- This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service formally known as the Criminal Records Bureau (CRB) Disclosure
- Class 1 business insurance, with no more than 6 points (if using own car for business purposes)

Desirable criteria

- NVQ/QCF Level 2 or equivalent
- Previous experience as a care worker or as an unpaid carer
- Knowledge of how to recognise abuse and safeguarding procedures
- Working knowledge of health and safety matters relating to home care
- Flexible approach to working
- Full drivers licence – no more than 6 points

EMPLOYMENT APPLICATION FORM

First Name:	Middle Name:	Surname:
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Address:
Postcode:

Home Telephone No:	Mobile No:
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Date of Birth:	National Insurance No:
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Passport: Yes <input type="checkbox"/> No <input type="checkbox"/> Nationality:	Email:
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Next of Kin:	Address:

Home Telephone No:	Mobile No:
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Full Driving Licence: Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you worked in the care industry before? Yes <input type="checkbox"/> No <input type="checkbox"/>
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How much notice are you required to give your current employer?

EDUCATION

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma / Qualification

EDUCATION Cont.

Job Related Training Courses / Name of Organisation	Date	Subject

PRESENT or PAST EMPLOYER

Name of present or last employer:

Address:

Home Telephone No:

Email:

Nature of business:

Job title and a brief description of your duties:

Length of service:

From:

To:

EMPLOYMENT DETAILS

Please give details of your past employment, excluding your present or last employer, starting with the most recent

Name and address of employer	Date (month and year)	Position held / Main duties	Reason for leaving

EMPLOYMENT DETAILS Cont.

Name and address of employer	Date (month and year)	Position held / Main duties	Reason for leaving

If there are any gaps in your previous employment it is essential that you provide us with full reasons why.

Date of gap:		Reason for Gap:	
Date of gap:		Reason for Gap:	
Date of gap:		Reason for Gap:	
Date of gap:		Reason for Gap:	

DECLARATION:

Are you currently the subject of any disciplinary action by any previous employer? Yes No

If Yes please give details:

Have you ever been dismissed from a previous job? Yes No

If Yes please give details:

Do you have any criminal convictions, cautions, bind overs or police investigations being undertaken?

If Yes please give details: Yes No

It is a legal requirement that you provide personal details for us to carry out a DBS disclosure check. By signing this form you will be deemed to authorise us to complete this check should you be offered employment with the company. The current cost for Nu Staff to carry out this check is £52.16. Nu Staff will pay for the disclosure check, however should you leave within six months from completion of your probationary period we will deduct this amount from your final wage.

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal in the event I am employed or offered employment with the company.

Signature:

Date:

REFERENCES:

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? Yes No

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone No;	Telephone No:
Email:	Email:

CONFIDENTIAL HEALTH QUESTIONNAIRE

Full Name:	Date of Birth:
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Address:
Postcode:

Home Telephone No:

Please answer the following questions. No medical details will be divulged without your permission to any person outside the Occupational Health Department, but an opinion about your fitness to work will be given to management.

Do you have or have you suffered from:	Yes	No	Dates and Details
Sight defect or colour blindness?			
Ear/nose/throat problems?			
Fits, blackouts, fainting or dizziness?			
Frequent headaches/migraines?			
Allergies to anything, including latex?			
Heart problems?			
Circulation problems?			
Blood disorders?			
High blood pressure?			
Asthma?			
Recurring chest disease?			
Tuberculosis or family history TB?			
Urinary or bowel problems?			
Diabetes or thyroid problems?			
Eczema or other skin disorders?			
Depressive illness requiring treatment?			
Digestive problems?			
Muscle or Joint problems?			
Neck, back pain? (if yes, have you been referred for this?)			
Any operations?			
Have you been hospitalised? (in/out patient)			
Are you currently on any treatment?			
Other illness or injuries not mentioned previously?			
Details of any extensive travel in the last 5 years?			
Do you have any reason to believe you may be infected with HIV / Hep B or C?			
Do you have any health problems which mean you have to take regular time off work?			
Any medical condition, which may affect your work?			
Do you smoke? If yes, how many?			
Do you drink alcohol? If yes, how many units per week?			
Any medical condition, which could preclude you working night duties?			

CONFIDENTIAL HEALTH QUESTIONNAIRE Cont.

Have you ever had:	Yes	No	Dates
Chicken Pox?			
Rubella (German Measles)?			
Pertussis (Whooping Cough)?			
A Positive Heaf Test?			
Vaccination Status:			
TB			
Tetanus			
Rubella			
Polio			
Hepatitis B			

**Please give details of sickness and absence from work over the last two years?
If none, state none.**

Year:	Number of days:
Year:	Number of days:

Name of Gp:	Telephone No:
Address:	
Postcode:	

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal in the event I am employed or offered employment with the company.

Signature:

Date: