**Application for employment**

**Applicants name**……………………………

****

**Kensey Care Services**

1. **Application form**

|  |  |
| --- | --- |
| Position applied for | **Community Care Practitioner**  |
| Date available to take up employment |  |
| Total weekly hours per week required  |  |
| Where did you hear about this position? |  |

1. **Available to work**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mornings | YES / NO | Evenings | YES / NO | Alternate weekends  | YES / NO |

|  |  |
| --- | --- |
| We cover a 12 mile radius around Launceston |  |
| Are you happy to work this radius?  |  Yes/No |

1. **Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| Full name  |  | Title |  |
| Address*If you have been registered as living at any other address in the past 5 years please include details at the end of this form* |  |
| Telephone numbers | Mobile |  | Home |  |
| Date of Birth |  |  |
| Email address |  |
| National insurance number |  |
| Passport number |  | Issue Date |  |
| Do you own a car? | YES / NO | Have a current licence? | YES / NO |
| If yes, licence type | Provisional / Full |
| Driving licence number |  |
| Do you have any current driving convictions | YES / NO | If yes, give details including dates |
|  |

1. **Secondary education**

|  |  |
| --- | --- |
| School name, address and date attended | Examinations (subject, result, etc.) |
|  |  |
|  |  |
|  |  |

1. **Further education and training**

|  |  |  |  |
| --- | --- | --- | --- |
| University/College and date attended | Type of course | Subjects | Qualification or class of degree |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Occupational qualifications and certificates ( please include any diplomas, any training or certificates you have gained that relates to Health and Social Care)**

|  |  |
| --- | --- |
| College/Institute or other name and date attended | Qualification/Level |
|  |  |
|  |  |
|  |  |

1. **Previous employment**

A full work history is required explaining any gaps in employment.

|  |  |
| --- | --- |
| Present/last employer |  |
| Address |  |
| Job title |  |
| Duties/responsibilities |  |
| Start date |  | End date |  |
| Reason for leaving |  |
| Employers name & address | Job title | From | To | Reason for leaving |
| *(month & year)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Gaps in employment** | **Please explain any gaps in employment and the reasons for this**  |
|  |  |
|  |  |

1. **About you**

|  |  |
| --- | --- |
| Interests/hobbies  |  |
| Describe yourself in three words |  |
| If offered this position will you continue to work in any other roles? | YES / NO |
| If yes, give details |

1. **Reason for application**

|  |
| --- |
| Why have you applied for a position at Kensey Care  |
|  |

|  |
| --- |
| Reading the job description at the end of this form – what do you think you would be good at ? |
|  |

1. **Permission to work in the UK**

|  |  |
| --- | --- |
| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? | YES / NO |
| If you are successful in your application would you require permission to work in the UK? | YES / NO |

1. **Next of kin**

|  |  |
| --- | --- |
| Emergency contact name |  |
| Relationship to you |  |
| Contact number |  |
| Emergency contact name |  |
| Relationship to you |  |
| Contact number |  |

**13. Referees**

|  |
| --- |
| Work reference 1 (most recent employer) – not members of your own family |
| Name |  |
| Address |  |
| Organisation |  |
| Occupation |  |
| Telephone number |  |
| Email address |  |
| Work reference 2 – not members of your own family |
| Name |  |
| Address |  |
| Organisation |  |
| Occupation |  |
| Telephone number |  |
| Email address |  |
| Work, personal or educational – not members of your own family |
| Name |  |
| Address |  |
| Organisation |  |
| Occupation |  |
| Telephone number |  |
| Email address |  |

**The General Data Protection Framework** requires that any staff handling personal data must follow certain principles in relation to the data that they hold. Individuals have rights of access to data that is held and rights to claim for damages if various offences occur. This covers manual as well as computerised records.

In order to comply with these regulations should you be unsuccessful in your application Kensey Care services will destroy any personal data that is held .

Should you be successful in your application your personal Data will be processed and held in a secure office area and software system.

Please tick to show your agreement to this. [ ]

### Criminal Record Check

Kensey Care will require information to undertake a full enhanced DBS check prior to employment. This includes an adult first check to ensure your suitability for the role and that you are not barred from working with Vulnerable adults or children.

|  |
| --- |
| Do you have any criminal convictions, cautions or reprimands? |
|   Yes/No |
| If yes ,please give details including dates of conviction caution or reprimand  |

I will provide information to Kensey care to enable them to undertake an enhanced DBS check [ ]

I consent to the Janine Wiles the Registered Manager to undertake the DBS check on my behalf and to access the information contained in this [ ]

Name: ……………………………………………………………………...

Signature: …………………………………………………………… Date: ……………………………

**Working with Kensey Care**

It is Kensey Care’s policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, ethnic origin, national origin, sex, sexual orientation, religion or belief, pregnancy, trans-gender status, marital or civil partnership status, age or disability.

I authorise Kensey Care to obtain references to support this application once an offer has been made and accepted and release Kensey Care and referees from any liability caused by giving and receiving information.

**DECLARATION**

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement will be sufficient cause for rejection or, if employed, dismissal.

Name: ……………………………………………………………………...

Signature: …………………………………………………………… Date: ……………………………

## Please complete the additional form: equal opportunities monitoring form

*You are under no obligation to complete the above mentioned additional form*

Thank you for completing the application form. Please return this document to:

Kensey Care Services

3 Abbey Place

Tavistock

Devon

PL19 0AB

Alternatively, you may email the completed application form to: enquiries@kenseycare.co.uk

**Previous registered home addresses in the last 5 years:**

|  |  |  |
| --- | --- | --- |
| Address  | Date from | Date to |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

#  Equality and diversity monitoring form

Kensey Care Services wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of t he make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

Please return the completed form with your application form.

**Gender** Male  Female  Intersex  Non-binary  Prefer not to say 

If you prefer to use your own gender identity, please write in:

Is the gender you identify with the same as your gender registered at birth?

Yes ☐    No ☐  Prefer not to say ☐

**Age** 16-24 25-29  30-34  35-39 40-44  45-49  50-54 55-59  60-64  65+  Prefer not to say 

 **What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***Asian or Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say 

Any other Asian background, please write in:

***Black, African, Caribbean or Black British***

African  Caribbean  Prefer not to say 

Any other Black, African or Caribbean background, please write in:

***Mixed or Multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other Mixed or Multiple ethnic background, please write in:

***White***

English  Welsh  Scottish  Northern Irish  Irish 

British  Gypsy or Irish Traveller  Prefer not to say 

Any other White background, please write in:

***Other ethnic group***

Arab  Prefer not to say  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes No  Prefer not to say 

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

 **What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual  Asexual  Pansexual  Undecided  Prefer not to say 

If you prefer to use your own identity, please write in:

 **What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish 

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

 **What is your working pattern?**

Full-time  Part-time  Prefer not to say 

**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours 

Annualised hours  Job-share  Flexible shifts  Compressed hours 

Homeworking  Prefer not to say  If other, please write in:

 **Do you have caring responsibilities? If yes, please tick all that apply**

None 

Primary carer of a child/children (under 18) 

Primary carer of disabled child/children 

Primary carer of disabled adult (18 and over) 

Primary carer of older person 

Secondary carer (another person carries out the main caring role) 

Prefer not to say 

**Kensey Care Services : Job Description**

**Post:** Community Care Practitioner
**Reports To:** Field supervisor
**Accountable To:** Deputy Manager and Registered Manager

**Areas covered:** Launceston, Callington, Lifton, Lewdown

**Role Purpose:**
Responsible for providing appropriate household and personal care tasks for a variety of service users and families including elderly, frail and terminally ill service user, and service user with dementia, physical/intellectual disabilities, learning disabilities, and/or mental health problems. Care will be provided mostly in a domiciliary setting as part of a package of care to support service users and will therefore involve substantial access to a service user’s home and family.

**Main Duties / Tasks:**

1. To attend to service users primarily in their own home.
2. To carry out a range of care tasks for clients as indicated on the Service User Care Plan and as directed by your Manager. These tasks include personal care, light household care, and social care, as follows:
	1. Personal Care tasks include (but are not limited to) bathing, toileting, pad changing, washing, dressing and feeding.
	2. Practical Light Household Care tasks include (but are not limited to) making meals, tidying, and hovering.
	3. Social Care tasks include (but are not limited to) conversation, friendship, support, and letter writing.
3. To remind service users to take their medication.
4. To administer service users prescribed medication following the company policies and procedures around safe administration of medication.
5. To provide relief care for a carer / colleague as required.
6. To be aware of the changing needs of a service user and to report these to your Manager.
7. To maintain written records of service users visited as required by the company
8. To attend and participate in individual, team and Company training and meetings as required.
9. To participate in formal and informal individual, team and group supervision as required.
10. To observe / comply with all aspects of the Company’s Health and Safety policies and procedures; to ensure that all safety equipment provided (e.g. hoists, slings, etc) are used for the purpose intended and in a safe manner; and to report immediately any Health and Safety risks in the service user home to your Manager.
11. To ensure that service user services are delivered by working within a flexible team rota. In other words, employees in this position are required to be flexible as regards to the duties they undertake and must be prepared to undertake such other duties as may be assigned to them by the Company from time to time. Furthermore, employees in this position are required to be flexible as regards what service user they attend to and where within the catchment area. In addition employees are required to be flexible with regard to working hours as this post will require you to work early mornings, evenings, weekends, and Bank holidays.
12. To comply with Company policies and procedures, as laid out in the Employee Handbook, Health & Safety Statement and operating procedures/guidelines which are issued from time to time.

Home Carers of the Company are required to adhere to proper professional standards and to maintain a sensitive and caring approach to their work, bearing in mind the need to preserve the health, safety, and dignity of the individual service user always.

**Qualities Required:**

1. Conscientious
2. Dependable
3. Flexible (duties, clients, hours)
4. Caring
5. Empathetic
6. Honest
7. Discreet
8. Takes initiative
9. Punctual
10. Sensitive
11. Confident and assertive
12. Reliable
13. Sense of humour
14. Use common sense
15. Respectful
16. Diligent
17. Confidential
18. Skilled in providing care
19. Trustworthy
20. Maintains confidentiality
21. Understanding
22. Pleasant
23. Knows when to disengage
24. Kind
25. Friendly
26. Good listener