



APPLICATION FOR EMPLOYMENT

Confidential



Position applied for: Care Assistant	Available to start:
This position is to cover care of our Service Users, who require care 24 hours per day and 365 days per year. Therefore if successful you will be required to work weekends, bank holidays and festive periods. Our shifts are mainly 12 or 14 hour shifts and you will be required to work 'sleep-ins' on a regular basis. Our shifts usually start from 6 am, 7 am or 8 am and you may be required to work until 10 pm. We do also have night shifts available from time to time.	
I am available for the following work: (delete as applicable) Full time or Part Time	If part time please list your preferred hours/days of working:
Please circle your age group: 16 – 17 yrs 18 – 20 yrs 21 yrs or over	

Personal Details:	
Full Name and Title:	
Address including post code:	
Date moved to this address:	
Contact telephone number(s):	
Email address:	
National Insurance Number:	

Type of driving licence currently held? (delete as applicable)	Full Provisional None
Have you any current endorsements on your licence? If yes, please give details.	



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<p>Have you been convicted of a criminal offence, been reprimanded, cautioned or received any warnings by the Police, even if spent that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? (if you are unsure please telephone DBS Services on: 0870 909 0811)</p>	<p>Yes / No</p> <p>(Please delete as appropriate)</p>
<p>If yes, please give details:</p>	
<p>Are you aware of any matter which, if it became generally known, might bring you or Learning Disabilities Care (Dover) Ltd into disrepute, or call into question your integrity, authority or standing as an employee in this post.</p>	<p>Yes / No</p> <p>(Please delete as appropriate)</p>
<p>If yes, please give details:</p>	
<p>Please sign to confirm that the above is correct at the time of signing:</p>	

Education and Training	
<p>School / College / University Date attended</p>	
<p>Qualifications / grades obtained:</p>	
<p>School / College / University Date attended</p>	
<p>Qualifications / grades obtained:</p>	
<p>Other skills (including languages)/training including qualifications / grades obtained / year</p>	



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Employment Details:

Please list your employment history, starting with your most recent employer and going back in time in date order for at least (if possible 10 years). Do not leave gaps in the history, if no employment please state dates unemployed.

Date from: Month/year	Date To: Month/year	Employer name and address	Job title and briefly duties included	Reason for leaving



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Please continue with your employment history on a spare sheet of paper, if needed, and attach to this application form. Thank you.

In the space below we would like you to state why you feel that you are the right person for the role of Care Assistant within LDC (Dover) Limited.

Data Protection

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them.

I hereby give my consent to LDC processing the data supplied in this application form for the purpose of recruitment and selection.

Declaration

I declare that the information given in this application is to the best of my knowledge complete, correct and a true accurate record. I understand that any false statements made within my application process (form and/or interview) may be sufficient for rejection or, if employed, dismissal.

Signed:..... Date:

Please print name:



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References:

Please give details of two people, one of which **MUST** be your present or most recent employer (or personal tutor in case of a student), if you only have one previous employer the other reference can be personal, from whom confidential references may be requested.

If these people know you by a different name please give details.

References may be taken up before any offer of employment is made.

Name of contact:

Job title:

Company name and full address:

Post code:

Telephone Number:

Email address:

We may contact this referee before you have been invited for an interview. Please tick the box if you would like us to wait until after your interview.

Name of contact:

Job title:

Company name and full address:

Post code:

Telephone Number:

Email address:

We may contact this referee before you have been invited for an interview. Please tick the box if you would like us to wait until after your interview.

Your application will be subject to an enhanced DBS (Disclosure Barring Service) in accordance with Care Standards Regulations. Some convictions, even if spent, may exempt you from working in the care sector.

Signed:

Date:



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Under Regulation 19, Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, we have a duty to employ 'fit and proper' staff who are able to provide care and treatment appropriate to their role.

Personal details:	
Full name:	
GP Name:	
GP's address:	
Medical history:	
Do you smoke?	Are you currently taking any prescribed medication?
Are you currently under the care of a GP, Consultant or other medical professional? If yes, please give details.	
Occupational history:	
Has your employment ever been terminated on the grounds of ill health?	Yes / No (delete as appropriate)
If yes please give details:	
How many days'/weeks' sickness absence did you have in the last twelve months?	
Do you have any other ongoing physical or mental impairment not already disclosed above which may affect your employment with the Company?	
Do you normally enjoy good health?	
Is there anything else in your medical history or circumstances which might affect your employment?	



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Are you currently suffering from, or have you ever suffered from, any of the illnesses listed below?
Delete as appropriate.

Heart trouble Yes / No	Lung disease Yes / No	Stomach/bowel trouble Yes / No
Jaundice/hepatitis Yes / No	Joint problems/arthritis Yes / No	Headaches/migraines Yes / No
Diabetes Yes / No	Serious allergies Yes / No	Severe stress reaction Yes / No
Serious accident/injury Yes / No	High blood pressure Yes / No	Asthma Yes / No
Hernia or rupture Yes / No	Kidney/bladder disorder Yes / No	Back/neck problems Yes / No
Seizures/blackouts/epilepsy Yes / No	Depression/anxiety Yes / No	Hearing/sight problems Yes / No
Skin problems Yes / No	Surgical operations Yes / No	Mobility problems (feet, legs, joints or back) Yes / No
Cancer Yes / No	Auto-immune disease Yes / No	Neurological disorder Yes / No
Mental health Yes / No	Addiction Yes / No	Learning impairments for example: reading and/or writing difficulties Yes / No

If you have answered “yes” to any of the questions, please give further details and approximate dates where relevant. This is particularly important where you have a qualifying disability under the Equality Act 2010, as it will enable us to identify what, if any “reasonable adjustments” can be made.

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I confirm that I know of no reason, in relation to my physical or mental health why I would not be able to undertake the duties required for the post I have applied for. I hereby declare that the information given is full and true to the best of my knowledge. I understand that if, at a later date, it is discovered that I have knowingly withheld medical information, disciplinary action may be taken against me, which may include dismissal. If I have not yet started employment, my job offer may be withdrawn.

Signature:

Date:

PRE INTERVIEW QUESTIONS



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To be sent back with your application form. Your answers form part of the recruitment process and help us to understand your training and development needs and knowledge base before the interview.

What can you tell me about the client group at LDC (Dover) Limited that we care for?

(For details please visit our website <http://www.ldcdover.co.uk/>)

What type of work does a care worker perform?

Care workers often work with other care workers and within the framework of a management team. How have you contributed to a team working effectively?



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Do you have any holidays or appointments booked within the next 6 months? If yes please provide dates (no details needed).

At LDC we operate mostly on a 12 hour shift pattern including weekends, bank holidays and festive periods, days, nights and sleep ins. We also rotate staff within different services from time to time, within all our locations (currently Dover, Folkestone and Ashford).

Are you aware of any restrictions to this? For example pets?

Are there any restrictions on your work visa?

Are you legally entitled to work in the UK?



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<p>You may want to seek advice from the DBS before answering this question: Do you have any convictions, cautions or reprimands or final warnings, that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? You are required to disclose spent cautions and convictions as we may need to take these into account as part of the recruitment. There may be warnings, reprimands or cautions you may not need to declare. If you are unsure telephone the DBS service:</p> <p>Telephone: 0300 0200 190 Minicom: 0300 0200 192 Monday to Friday, 8am to 6pm Saturday, 10am to 5pm</p>	
<p>Are you currently employed and if so, how much notice are you required to give?</p>	



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LDC (Dover) Ltd Job Description

Care Assistant

Responsibilities

The post holder has a responsibility to the designated Shift leader or manager of care

Supervision

The post holder will be supervised by the designated shift leader and also through on the job coaching from senior colleagues.

Purpose of Job

To work within the LDC Statement of Purpose and LDC Policy Guidelines and national legislation to assist in the creation of an environment in which all people we support receive the highest possible standards of accommodation and care. This will be done in consultation with individuals to develop their potential and sustain their rights.

As an effective Care Assistant you must:

- Be accountable by making sure you can answer for your actions or omissions;
- Promote and uphold the privacy, dignity, rights, health and wellbeing of people who use our services.
- Work with your colleagues to ensure the delivery of high quality, safe and compassionate healthcare, care and support
- Communicate in an open and effective way to promote the health, safety and wellbeing of our service users.
- Respect a service users right to confidentiality
- Strive to improve the quality of healthcare and support through continuing professional development
- Uphold and promote equality, diversity and inclusion.

Main Duties and Responsibilities



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1. To carry out key working duties, to offer opportunity of experiences and promote equality for people we support.
2. To complete, file and communicate relevant and accurate records in accordance with LDC policies.
3. To maintain the confidentiality of all information (Data Protection Act) relating to LDC and its business activities.
4. To provide and assist the individuals in all aspects of personal care needs as required by their identified needs, culture and wishes, with sensitivity, respect and dignity.
5. To contribute to the PCP (Person Centred Plan) process for and with the people we support.
6. To promote the well being and general health of people we support and help create surroundings in which the service user feels safe and happy.
7. To participate in medicine administration and recording.
8. To speak on behalf of people we support, put forward professional views and present a written report at annual contract reviews.
9. To aid the assessment, selection and preparation of people we support for placement to and closure of placement from the scheme.
10. Where appropriate to assist and support the involvement and contact of parents, relatives and friends of the people we support.
11. To contribute to the individual and general development of people we support.
12. To take on certain management functions of individuals finances within the schemes. This includes assisting individual people we support in managing daily personal finances (e.g. purchasing clothes, toiletries, presents, etc).
13. To purchase materials for day service activities, using services finances, whilst fulfilling relevant requirements regarding cash handling and submission of receipts.
14. To encourage and support the personal, social, occupational and leisure development opportunities including swimming and holidays away from home.
15. To help in the management of complex or sensitive issues, e.g. challenging behaviour, personal relationships. Where necessary, by offering support, advice and encouragement to people we support.
16. To know and work within relevant legislation, e.g. Health and Safety at Work Act.
17. To have a working knowledge of LDC's policies and procedures in respect to the job.
18. To undertake sleep-ins or when on waking nights, to remain awake throughout the night to support individuals.



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19. When required, to escort individuals including accompanying them on holiday/medical appointments. In addition to follow and action any medical advice given.
20. To prepare for and participate in the coaching and supervision process within LDC.
21. To participate in annual appraisals and identify personal training and development needs.
22. To maintain contact with other professional agencies.
23. To drive LDC vehicles to an agreed standard.
24. To help in maintaining a hygienic and healthy environment. This will include carrying out household cleaning duties.
25. To support individuals with the purchase and preparation of food
26. To carry out appropriate general administrative duties.
27. To have a duty to adhere to LDC's health and safety policies and code of conduct at all times.
28. To have a working knowledge of the homes Health and Safety, COSHH and Environmental Health regulations.
29. To assist clients in preparing for bed, offering reassurance and comfort.
30. To carry out regular checks throughout the night (where instructed) taking into account the clients privacy.
31. To carry out regular security and fire protection checks.
32. To assist clients with getting out of bed, washing and dressing (if necessary).
33. To have a working knowledge of the homes policies and procedures in respect of your job.
34. To assist clients with personal care which includes: using the bath or shower: foot and nail care: shampooing hair: helping a client shave: hair care: oral care: helping a client using the toilet or a portable commode: making and changing beds: eating or drinking: dressing. Also by prompting, together with supervision, of a person, in relation to the performance of any of the activities listed, where that person is unable to make a decision for themselves in relation to performing such an activity without such prompting and supervision;
35. Helping the client with physical and mental activity, this could involve talking to them, reading to them, writing on their behalf, assisting with their hobbies and recreation activities.
36. Assist with serving meals and other domestic duties you are qualified and assigned to undertake.
37. Be on standby to answer emergency bell calls, answer telephone and door in accordance to LDC policies and procedures



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38. To represent LDC in a professional manner at all times
39. Ensuring care notes and any other form of written report that affects your work are read and kept up to date.
40. Take part in staff meetings and training activities as required
41. To give medication and clinical care to clients as authorised and directed,
42. ONLY IF YOU HAVE BEEN TRAINED AND ARE CONFIDENT IN PERFORMING THESE DUTIES. INFORM THE SHIFT LEADER OR HOME MANAGER IF YOU HAVE ANY DIFFICULTIES WITH ANY ASSIGNED DUTY OF THIS NATURE.
43. To undertake such other duties as appropriate to your responsibilities, grade and ability.

Note: In addition to the responsibilities listed, it may be necessary to perform other duties not listed. Consideration will be given to your skills and status when requesting you perform these duties.