

Application for employment

Applicants name.....



Tavy Care Services Limited

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?	

2. Available to work

Mornings	YES / NO	Evenings	YES / NO	Alternate weekends	YES / NO
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We cover a 10 mile radius around Tavistock	
Are you happy to work this radius?	Yes/No

3. Personal details

Full name		Title	
Address <i>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</i>			
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	

4. Secondary education

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

5. Further education and training

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

6. 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

7. 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
		<i>(month & year)</i>		

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

8. 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	

9. Reason for application

Why have you applied for a position at Tavy Care

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10.

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

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11. 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

12. 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 Tavy 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

Tavy 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 Tavy Care to enable them to undertake an enhanced DBS check

I consent to 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 Tavy Care

It is Tavy 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 Tavy Care to obtain references to support this application once an offer has been made and accepted and release Tavy 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:

Tavy Care Services
3 Abbey Place
Tavistock
Devon
PL19 0AB

Alternatively, you may email the completed application form to: janine@tavycare.co.uk

Previous registered home addresses in the last 5 years:

Address	Date from	Date to

Equality and diversity monitoring form

Tavy 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 the 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

Tavy Care Services : Job Description

Post: Community Care Practitioner

Reports To: Field supervisor

Accountable To: Deputy Manager and Registered Manager

Areas covered: Tavistock, Yelverton, Bere Alston and Mary Tavy

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.
 - A. Personal Care tasks include (but are not limited to) bathing, toileting, pad changing, washing, dressing and feeding.
 - B. Practical Light Household Care tasks include (but are not limited to) making meals, tidying, and hovering.
 - C. 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.

11. 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