

EMPLOYMENT HISTORY ((Please supply all info below and attach current CV.) and Explain any gaps)

Name and Address of Employer	Position	Date from	Date to	Reason for Leaving

Please note that employment is subject to two satisfactory written references, proof of Identity, Work permit, CRB/POVA Checks. Please give name, address and phone number of two referees; **one must be your current or most recent employer.** Please send two recent passport photographs with your Application, one for a photo I.D and the other kept in your file. The Criminal Record Bureau (CRB) check is enhanced; it includes ‘spent’ and ‘unspent’ convictions because you will be working with vulnerable adults and Children. Your employment is not affected if the conviction is not related to the type of work you are going to perform.

Do you have a criminal record? (Please tick)	Yes	No
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Please give a brief description of the offence:

If you have current registered online DBS, please write the number and date here below:

1 st Ref;(Current or most recent employer) <u>Name</u>	Address: Post Code: Email:	<u>Phone Number</u>	<u>Relationship</u>
2 nd Ref: Character ref <u>Name</u> :	Address: Post Code: Email:	<u>Phone Number</u>	<u>Relationship</u>

Are you a car user? Yes No (please delete as appropriate)

DATA PROTECTION ACT.

All Information given by you in this form will be treated confidentially and will be processed in accordance with the Data protection Act. Any false information may have a negative outcome

Sign.....Date.....

Please enclose recent CV and copies of all the items in the Basic requirement Sheet. Your CV must include dates and addresses of career and education history, explain any gaps. Please post to the address below:

Angels Care Agency Mailbox.
More Information on 01296-582220

Please use correct postage stamp, else it will not arrive. If you use A4 sized Envelope please affix a **large** stamp.

For office use only	Date Sent	Date Received	Any comment
First Ref			
Second Ref			



BASIC EMPLOYMENT REQUIREMENT

Please photocopies of your relevant documents as in the list below. (Please bring originals to the interview meeting)

1. Recent course / training certificates
2. Proof of Work permit
3. National Insurance Number
4. Driving licence – (if you have it)
5. An up to date CV from Secondary School with all education and Employment history. All Gaps explained!
6. Proof of address (such as utility bill or bank statement should bear current address and **not more than 3 months old**)
7. Passport of Nationality or Birth Certificate (copy of passport to include:
 - a. cover page with the country's emblem / logo
 - b. page one, with passport number
 - c. photo page with your photo and personal details
 - d. Page with visa (applicable to individuals with working visa on their passport.)
8. Recent enhanced DBS (CRB / POVA) checks certificate
9. If you have a register DBS certificate please write the number on you application form
10. Names of two referees, one must be from your current or most recent Employer. An Employer or academic reference must have a company stamp or a complimentary slip or a letter-headed paper. Please include two recent passport photographs, for a staff Identity card and for your file. **Please post your completed application form with your recent 2 passport photos and photocopies of items 1 to 9 listed above.**

Guide to completing your application form and CV (you are required to send both)

Please ensure writing is clear and consistent, use either blue or black ink, not both on the form; please supply as much information as required.

Education	Give name of school, (here in the UK or overseas), address (location, town / city, country), date, course of study. Please explain any gaps in education history
work history	Give name of company (here in the UK or overseas), contact details, date (month and year), location, position held, period of employment. Please explain any gaps in work history



HEALTH QUESTIONNAIRE

01296 - 582220

In view of the Working Time Regulations it is necessary to complete and return this form for your file.

Staff Name..... Date of Birth.....tel.....

Please Tick yes or no as appropriate

	QUESTIONS	No	Yes
1	Do you have any disabilities, symptoms of ill health?		
2	Have you consulted your Doctor in the last 5 years for anything other than a minor illness?		
3	Have you had any serious illness or accident?		
4	Do you suffer from any backache?		
5	Have you suffered any heart disorder, circulation including high blood pressure?		
6	Have you suffered any disorder of the lungs or other infection of the lungs or throat?		
7	Have you suffered any fits, faints, blackout, migraine or any other disorder of the nervous system?		
8	Have you suffered any mental breakdown, anxiety, depression or other emotional disorder?		
9	Have you had any minor or major operation?		
10	How many units of alcohol do you consume a week? <small>(No consumption of alcohol during work. Staff must be sober at work at all times).</small>	No of units.....	
11	What is your weekly consumption of Tobacco? <small>(Work place smoking policy must be observed at all times. No smoking while with service users)</small>	No of units / sticks.....	
12	Do you have any allergy?		
13	Are you on any prescribed treatment?		
14	Are you immunised against Hepatitis B?		

Please make any additional comments about your health below, if you wish to. You may continue on a separate sheet.

Please report if health conditions above change. If any medical report is required, please contact my doctor. Please write Dr's Name, Address and Tel no below:

I declare that all the above statements are correct. I will inform Angels of any changes in my health condition.

Sign and date..... (Please post back to Angels care –1 Edison Road, Aylesbury, Bucks. HP19 8TE)

Angels Care Agency is committed to delivering the best possible quality service to all our clients. Good staff team is the key to this objective. Every staff is highly appreciated for the value each brings to this company. We aim to gain recognition for our excellence and to attain a leadership status in this business Sector. Our code of practice demands that staff should respect the wishes and opinion of the service users at all times, to maximise their independence and uphold their dignity.

PERSON SPECIFICATION

- 1. Previous work experience in care and support is desirable though training and support is provided.**

Able to:

- 2. Respect confidentiality**
- 3. Communicate effectively with people with communication differences**
- 4. Assist in all aspects of personal care and daily activities**
- 5. Able to work well as an individual and as a member of the team**
- 6. Relate well with to adults and young people in a care and supported living environment**
- 7. Relate well with staff and team members**
- 8. Write reports**

Personality:

- 9. Trust worthy and Reliable**
- 10. Very caring and considerate**
- 11. Hard working**
- 12. Organised**
- 13. Flexible**
- 14. Responsible**

Knowledge of:

- 15. Health and safety at work place**
- 16. Person centred approach / supporting individuals according to their personalised care plans.**
- 17. Social Care Code of practice.**

Skills (Advantage)

- 18. Moving and Handling**
- 19. Driving and access to a car**
- 20. Previous training in care and support, though training opportunity is offered to all.**
- 21. Ability to undertake specified training, both online and face to face trainings.**

JOB DESCRIPTION

- 1. Our clients are Hospitals, Nursing Homes and Care Homes.**
- 2. We work with adults, children and young people in different settings.**
- 3. Depending on the setting you will be required to assist people with their daily needs (which may include personal care).**
- 4. To promote high values for people in areas of choice, privacy, independence, dignity and community integration.**
- 5. To assist people in all necessary areas of needs including cooking, laundry, cleaning, shopping, personal care etc.**
- 6. To carry out such duties as may be required by our clients (managers and team leaders) while working under them as an agency staff.**
- 7. To work according to the social care code of practice**
- 8. To work in consistent with policies and procedures of Angels Care Agency**
- 9. To support people according to their care plans and person centred life style.**
- 10. To keep full and accurate records as may be required.**
- 11. To actively participate in regular supervision as may be agreed**
- 12. To attend trainings as may be necessary**
- 13. To undertake such duties as may be required consistent with your position, training and experience.**

SELECTION EXERCISE

Please send this paper with your application form or bring it with you to the interview meeting.

Candidate's Name: -.....

	<u>These questions deal with</u> Core principles of care and support <u>which includes Health and safety, confidentiality, communication, safeguarding, choice, independence, right of individuals and infection control</u>
1	Health and safety is about your actions or lack of actions that puts yourself and others at risk. <i>1a. Briefly state how you can help to maintain safe working environment?</i> <i>1b. Who is responsible for health and safety in your work station?</i>
2	You may come in contact with people's information that may be personal and confidential. <i>How can you help to maintain confidentiality in the work place?</i>
3	Service users will need your assistance: <i>What possible needs will they have that may require your assistance?</i>
4	Written and verbal communication is very important when you work in a team. <i>What factors / skills do you need for an effective communication? e.g. listening skills.</i>
5	Some service users may be partially blind or partially deaf. <i>What different methods can you use to communicate with people who are partially deaf or partially blind?</i>
6	Unfortunately, abuse can happen in a care environment and staff needs to be aware of it. <i>1a. Can you name different types of abuse in a care environment?</i>
7	<u>Infection control is everyone's duty. How can you help with effective infection control?</u>
	<u>Office use only</u>

Any Comment: