The Home of Independence
GLOUCESTER
HOMECARE SERVICES

APPLICATION FORM

Please complete this form, in type or black ink. Please assume you are unsuccessful in you have not heard within 3 weeks of the closing date. You are advised that applicants for jobs that include contact with vulnerable adults, cash handling or are otherwise regarded as positions of trust will be required to undergo a Criminal Records Disclosure check before appointment.

Guidance on making the most of your application

The information you provide on this application form must show how you meet the requirements listed in the person specification. This will determine whether you are invited for interview.

A Curriculum Vitae (CV) is not essential but send if you have one to support your application.

Filling in the application form:

- We suggest that you prepare and organise the presentation of your information before you complete the form.
- Use different examples of relevant skills and experience to demonstrate how you meet the different parts of the person specification. This can include skills you have gained outside of the work environment.
- Write in a positive way about what you have done and achieved.
- You may use additional sheets if you need to. Please write your name and post applied for and the job reference number at the top of each additional sheet.

Job Description: Domiciliary Care Assistant

Position: **Domiciliary Care Assistant**
Responsible to: **Agency Manager**

Purpose of Position
To share with other staff in meeting the personal care needs of service users in a way that respects the dignity of the individual and promotes independence. Care provided by care assistants is expected to include care that would reasonably be given by members of the service user's own family and is not expected to include tasks that would normally be expected to be undertaken by a trained nurse.

Principal Responsibilities

- To assist service users who need help with getting up in the morning, dressing, undressing, washing, bathing and the toilet.
- To help service users with mobility problems and other physical difficulties, including incontinence issues and the care of aids and personal equipment.
- To care for service users who are temporarily sick and needing, for example, bed nursing, help with feeding, etc.
- To help care for service users who are Paliative.
- To help in the promotion of mental and physical activity of service users through talking to them, taking them out, sharing with them in activities such as reading, writing, hobbies and recreations.
- To make and change beds; tidy rooms; do light cleaning and empty commodes.
- To assist service users to launder their clothing.
- To serve meals; feed service users who need help; prepare light meals and wash up;
- To read and write reports, and take part in staff and service users' meetings and in training activities as directed.
- To perform such other duties as may reasonably be required.
- To comply with the agency's guidelines and policies at all times.
- To report to the agency manager any significant changes in the health or circumstances of a service user.
- To encourage service users to remain as independent as possible.

Person Specification — Essential Criteria
The following personal attributes are considered essential to the post of care worker:

(a) Self motivated
(b) Organised
(c) Flexible
(d) Caring
(e) Sensitive to the needs of others and to the sick or infirm
(f) An active team player but also able to work on own initiative
(g) A good communicator

All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect the requirements under the Data Protection Act 1998. All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work Act 1974.

1. Personal Details

Surname: ..... Title: .....

Forename(s): .....

Home address: .....

..... Postcode: .....

Home Telephone: ..... Daytime Telephone: .....

Mobile Telephone: ..... Email address: .....

National Insurance Number: ..... Date of Birth: .....

Do you hold a current driving licence? YES □ NO □ Type of licence: .....

Do you have the use of a car for business purposes? YES □ NO □

2. Education and Training

Please list all your formal education qualifications and any relevant informal and job related training.

Secondary School, Colleges and Universities	From month	From year	Course(s) of study pursued, NVQ's, training courses i.e. moving and handling.

Please note: You will be required to provide original copies of certificates if you are invited to attend for an interview where the qualification is a requirement for the job. You may use additional sheets if you need to. Please write your name and post applied for and the job reference number at the top of each additional sheet.

3. Employment (and other relevant) History

Current or most recent employment

Name and address of Employer	From month	From year	Job title	Reason for leaving

Please give a brief account of the key aspects, main duties and responsibilities of your role within the organisation. Continue on a separate sheet of paper if necessary.

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4. Personal Statement

Please describe how you believe that you meet the requirements of this position as set out in the specification. All applicants are advised to read the specification before completing this section. Continue on a separate sheet of paper if necessary.

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5. References

Gloucester Homecare Services require a reference from your present or last employer if you have one, before an appointment can be made. Please indicate at which stage you wish requests for references to be made:

Immediately ☐ *If invited to interview* ☐ *If selected for appointment* ☐

Please provide the names and address of **two** work references; from whom confidential enquiries can be made (one must be your present or most recent employer).

1. Name: .....

Position in organisation: .....

Address: .....

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Capacity known to you: .....

2. Name: .....

Position in organisation: .....

Address: .....

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Capacity known to you: .....

6. Declaration

I hereby declare that, to the best of my knowledge, the information contained in this form is true and complete. I understand that false or misleading information on this form will disqualify me from appointment and if appointed, may result in disciplinary action which could lead to my dismissal.

Please give dates that you will **not** be available for an interview:

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I acknowledge and agree to have the above information recorded and used in accordance with the Data Protection Acts 1984 and 1998.

Signature: .....

Tick the box to agree ☐ Date: .....