



Care-4-U
Home Care Agency
96 Whitworth Road,
Rochdale
OL12 0JJ

Job Application Form

Surname:	Tel No.:
Forename(s):	Mob No.:
Address:	Marital Status:
Car Driver: Yes / No	D.O.B.:
Current Employer:	Full/Part Time:
Name & Address of Two Referees: <i>(one being present or previous employer)</i>	Notice Required:
	Salary <i>weekly/monthly:</i>
	National Insurance No.:
	Pre-booked Holidays:

Any Other information to Support Your Application:
(please continue on a separate sheet if necessary)

Illness or Injury: Yes / No
(if yes, please give details below)

Any Criminal Convictions: Yes / No
(if yes, please give details below)

Signature:

Date:

Interviewed By:

Date:



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Health Questionnaire

Surname:

Tel No.:

Forename(s):

Mob No.:

Address:

National Insurance No.:

General Practitioner:

Address:

tick as appropriate

1. Have you ever been examined for employment before?

YES NO

If Yes, for Whom?

2. Were you accepted unconditionally?

YES NO

3. Have you been off work for more than one week in the last year through illness?

YES NO

If yes, please give details

4. Have you ever been exposed to any known Industrial Hazards?

YES NO

If yes, please give details

5. Are you Registered Disabled

YES NO

6. Have you ever suffered from an Industrial Disease?

YES NO

7. Have you ever retired due to ill health?

YES NO

8. Have you ever been exposed to any known Industrial Hazards?

YES

NO

If yes, please give details

9. Have you ever had any of the following:

tick as appropriate

Prolonged or severe diarrhoea or any diarrhoea following holiday or after residence abroad?

YES

NO

Hay fever, sinusitis, asthma, bronchitis or pneumonia

YES

NO

Heart or Circulatory Trouble?

YES

NO

Pains in chest?

YES

NO

Raised blood pressure?

YES

NO

Cystitis, bladder or kidney trouble?

YES

NO

Back or neck trouble?

YES

NO

Blackouts, fainting attacks, epilepsy or dizzy spells?

YES

NO

Diabetes, thyroid or other gland trouble?

YES

NO

Nervous or mental problems or "nerves" (including Debility, Anxiety, Depression, Anorexia Nervosa or Phobias)?

YES

NO

Rupture (Hernia)?

YES

NO

Eczema?

YES

NO

Psoriasis?

YES

NO

Dermatitis?

YES

NO

Have you had any operations?

YES

NO

Are you at present having any medical treatment (including medicines, injections, pills, tablets, ointments or other drugs)?

YES

NO

If yes, please state which

Do you smoke?

YES

NO

If yes, how many per day

10. What is your weight?

Is it STEADY / GAINING / LOSING *(please delete as appropriate)*

11. What are your hobbies?

Please give details

Please also list hobbies that you undertake, even if NOT on a regular basis. Also detail hobbies that you would regard as "HIGH RISK" e.g. Parachuting, Bungi Jumping, Rock Climbing, Rugby, Absailing, Karate, Judo, Skiing, Surfing, Water Skiing etc.

Also, do you undertake any sports on a professional basis?

YES

NO

If yes, please give details

Notice

We Confirm that your disclosure of information to any of the above questions will not necessarily hinder your application for employment

Declaration

I CERTIFY THAT THE ANSWERS TO THE QUESTIONS ARE CORRECT TO THE BEST OF MY KNOWLEDGE

Signature:

Date:

Print Name:



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Appointment of a Home Care Assistant at CARE – 4 – U Home Care Agency. Due to the nature of the work for which you are applying referred to above you are exempt from the Provisions of Section 4(2) of the "Rehabilitation of Offenders Act 1974".

You are not therefore entitled to withhold information about convictions which for other purposes are "spent" under the provision of the Act and in the event of appointment to the post, any failure to disclose such conviction could result in dismissal or disciplinary action.

The opportunity is also taken of mentioning that those whom you have indicated may be approached for references on your behalf will be informed that they are at liberty to disclose any conviction they consider relevant.

Will you therefore please complete and sign the following declaration.

tick as appropriate

Have you ever been convicted of any offence?

YES

NO

Signature:

Date:

Print Name:



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Medical Declaration Regarding Latex Products

I

TO THE BEST OF MY KNOWLEDGE DO NOT HAVE AN ALLERGY TO LATEX PRODUCTS. I UNDERSTAND THAT IF AT ANY TIME IN THE FUTURE I SUSPECT THAT I HAVE AN ALLERGY TO LATEX PRODUCTS I NEED TO INFORM THE MANAGEMENT OF CARE – 4 – U HOME CARE AGENCY TO ENSURE THAT REMEDIAL ACTION CAN BE TAKEN.

Signature:

Date:

Print Name:



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Confidentiality Policy

As a Home Care Assistant you will in the course of your work have access to a considerable amount of "personal information" relating to clients.

All staff must understand the importance of treating such information in a discreet and confidential manner. Any information regarding either client or colleague must not be disclosed either orally or in writing to unauthorised persons. Conversations relating to confidential matters should not take place in situations where they may be overheard by other people e.g. client's houses, shops, corridors etc. Staff will also respect confidential issues concerning previous Agencies and not disclose/discuss these with other agency staff.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE POLICY AND WILL ADHERE TO ITS RULES.

Signature:

Date:

Print Name:

Position:



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Job Description & Brief Range of Activities & Responsibilities

Job Title:	Home Care Assistant
Responsible to:	Home Care Organiser/Manager
Qualifications:	<p>The post holder will be a caring person with a genuine interest in caring for mainly elderly & disabled. Previous experience is not always essential (although preferred) but training will be provided.</p> <p>We do expect all staff to work towards N.V.Q. Level 2 within 12 months of commencement of their role.</p>
Hours:	Part Time / Full time / Weekend Only
Salary:	<p>The current rate for Home Care Assistant as at April 2019 is:</p> <p>Carer without N.V.Q. Level 2 £8.21ph (Monday - Sunday) plus travel time.</p> <p>Carer with N.V.Q. Level 2 £8.30ph (Monday - Sunday) plus travel time.</p> <p>Travel time is paid at £8.21 per hour.</p> <p>An Enhanced rate is paid to staff who have worked for the Agency for more than 3 years. <i>(details at time of qualifying)</i></p>
Aim:	To provide personal, practical or emotional support for people who wish to remain in their own homes. To encourage, prompt and support clients and promote independence.

Objectives of the Post

Bathing/Washing

Assisting to Shave

Assisting in/out of bed

Assisting with Toilet Requirements

Incontinence/Catheter Bags

Assisting/Prompting Medication

Basic Cooking

Shopping

Caring for Pets

Washing hair

Brushing Teeth

Assistance with Feeding

Emptying Chemical Toilet

Colostomy Care

Laundry Tasks

Basic Cleaning

Payment of Bills

Ensuring Property Security

(this is not a complete list)

Exclusions from the Role

Cutting of Toe Nails

Administering Drugs by Injection

Any Specialised Medical Treatment.

Treatment of Pressure Sores

Administration of any Medication not in a Dosette box

FAILURE TO ADHERE TO THE ABOVE LIST OF EXCLUSIONS WILL RESULT IN DISCIPLINARY ACTION AS THIS COULD BE CONSTRUED AS MISCONDUCT.

(please refer to your contract of employment)

Training

Home Care Staff are required to undertake the following Mandatory Training:

Moving & Handling

Food Hygiene

Health & Safety

Medication

SOVA (Safeguarding of Vulnerable Adults)

Infection Control

Mental Capacity Act 2005

N.VQ Level 2 in Direct Care or Care Certificate

Staff are required to undertake the above training (and updates) as necessary and must endeavour to attend every arranged training session. All mandatory training will be paid for.



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Job Specification

**Essential
Criteria:**

Experience or understanding of provision of care.
Have a Caring Nature.
Your own Vehicle.
Mobile Phone.

**Desirable
Criteria:**

Experience in the caring profession.
N.V.Q Level 2 in Direct Care.

**Key
Competencies:**

- To be able to attend appropriate training courses.**
- To be able to adhere to all company policies, procedures and systems.**
- To be able to attend all service user calls as allocated on the appropriate run book and area.**
- To be able to understand and cope with emergency situations.**
- To be able to liase effectively with office staff, social workers and service user family members and other health care providers.**
- To be able to maintain high standards of care provision.**

**Special Skills &
Attributes**

- Excellent communication skills.**
- Sound understanding of good care principles.**
- Good planning skills.**
- Ability to cope with pressure.**
- Ability to display empathy and patience with service users.**
- Ability to cope with change.**

Restrictions

- Employment subject to receiving clear CRB check & good references from former employer/s.**
- Clean driving licence and relevant insurance cover**