



Support Worker Application Form

The recruitment process within this organisation has a minimum of two stages.

The completion of this application is part of stage one. The application will be reviewed and a decision made as to whether to proceed to stage two, the interview based on this information.

PLEASE COMPLETE FULLY, IN CAPITALS AND WITH BLACK INK.

(All information will be treated as strictly confidential and no approach will be made to any person without your permission).

POSITION APPLIED FOR:	DATE
If you obtained this position, would you continue in any other employment? Yes/No	
Do we need to make any disability- related adjustments to allow you to take part in the recruitment process?	
Are you entitled to enter or remain in the UK and undertake the work in question? Yes/No	

PERSONAL DETAILS

Title (Mr, Mrs, Miss, Ms etc.) _____	Address _____
First Name(s) _____	_____
Surname/Family Name _____	_____
Tel No. (incl. std code) _____	_____
Mobile No. _____	_____
National Insurance No: _____	Postcode _____
	Email address _____

DRIVING LICENCE DETAILS

Do you hold a valid driving licence? Yes/No If yes, type of licence: _____
Do you have any endorsements? Yes/No If yes, state endorsements and dates: _____
Any motoring prosecutions pending? Yes/No If yes, give details: _____

AVAILABILITY

What is the minimum and maximum number of hours you are willing to work per week?

Min Max

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Mornings (start 8.00am).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evenings (6.00pm – 10.00pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nights (7.00pm – 10.00am)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give dates of any holidays or appointments booked in the next six months:

Please indicate any days/times you are unable to attend an interview

EDUCATION and TRAINING

School/College or University	Dates From & To	Exams Passed/Qualifications Gained

CURRENT MOST RECENT EMPLOYMENT

Full name and address of employer:- _____ _____ _____ _____ Contact number: _____ Job Title: _____ Annual Salary/Hourly Rate: _____ Why are you considering leaving or why have you left? _____ _____	Outline the nature of your job role and or responsibilities: _____ _____ _____ _____ Date from: _____ to _____ Notice period required: _____ Additional benefits: _____ _____ _____ _____
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PREVIOUS EMPLOYMENT (Please explain any gaps between employment)

Name of Employer	Dates From & To	Position	Role	Reason for Leaving

**Question asked under the Health and Social Care Act 2008 (Regulated Activities)
Regulations 2014**

Do you have any physical or mental health conditions which are relevant to your capability, after reasonable adjustments are made, to properly perform the tasks which are intrinsic to this employment? **Yes/No**

If yes, give details:

PRIVACY NOTICE

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form party of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the subject 'Data Protection Request'.

DECLARATION

The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Signed:

Date:

Declaration under the Protection of Freedoms Act 2012.

The post for which you are applying is a 'regulated activity' within the meaning of Part 5 Chapter 1 of the Protection of Freedoms Act 2012 and is a **criminal offence** for a 'barred person' to apply to work in a regulated activity. If you are a barred person you **must not** proceed with this job application.

If your application is successful you will be required to co-operate with us in obtaining a disclosure of criminal convictions and in checking your barred status with the Disclosure and Barring Service.

Declaration

Are you a barred person? Answer "Yes" or "No" (delete as appropriate).

Do you have any outstanding safeguarding investigations or suspensions, criminal prosecutions or convictions that might lead to your being barred from working on child-orientated premises (e.g. schools), with children or with protected adults?

Answer "Yes" or "No" (delete as appropriate). If "Yes", give full details:

Do you have any convictions, cautions, reprimands or final warnings that would not be filtered in line with current guidance?

Answer "Yes" or "No" (delete as appropriate). If "Yes", give full details:

Surname (print) _____

Forenames (print) _____

If you have previously had any other surname(s) or forenames(s), you must declare all of them below and state the date of each change and the reason.

Signed: _____ Date _____

Registration/PIN number (if applicable) _____

Statement on the recruitment of ex-offenders

Introduction

As an organisation using the Disclosure and Barring Service's (DBS) checking service to assess applicant's suitability for positions of trust, we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

We are committed to the fair treatment of our employees, potential employees and users of our services, regardless of their offending background.

Policy

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the organisation and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the rehabilitation of offenders Act 1974, and in the secure handling of "sensitive personal data", e.g. DBS checks.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

This policy document is made available to all DBS applicants at the outset of the recruitment process and we make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.



Equal Opportunities Monitoring Form

Equal opportunities and discrimination policy

We recognise that discrimination is not only unacceptable, it is also unlawful.

Our aim is to ensure that no job applicant or employee is discriminated against, directly or indirectly, on any unlawful grounds.

This policy is also included in the Employee Handbook to make all employees aware that we will act in accordance with all statutory requirements and take into account any relevant codes of practice.

All job applicants will be considered solely on their ability to do the job. Interview questions will not be of a discriminatory nature.

All promotions will be made on merit in line with the principles of the policy.

Employees who have a disability will receive the necessary help, within reason, to enable them to carry out their normal duties effectively.

This policy will be assessed at regular intervals to ensure that equality of opportunity is afforded to all employees.

Equal opportunities monitoring

As part of our commitment to equality of opportunity, we need to obtain information about the ethnic origins and sex of our employees and job applicants.

This information enables us to examine, by ethnic origin and sex, the distribution of employees across the organisation, and the success rate of candidates for jobs, training, transfer and promotion, according to the type of job.

We hope that employees and job applicants will co-operate by completing the information overleaf, which will help us to assess whether the distribution of staff and the success rate of applicants reflects equal opportunities or reveals possible race or sex discrimination.

PLEASE NOTE

You do not have to complete this form. The information is given on a voluntary basis, however any information provided will be kept confidential and will only be used for the purposes detailed above.

What is your ethnic group? Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

A White

- British
- Irish
- Any other White background, please state: _____

B Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background, please state: _____

C Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background, please state: _____

D Black or Black British

- Caribbean
- African
- Any other Black background, please State: _____

E Chinese or other ethnic group

- Chinese
- Any other background, please state: _____

Male Female

Registered Disabled Yes No

Age



Support Worker Standards Questionnaire

In order to guide the interview process, we would like you to indicate your personal philosophy of care and support by completing the following statement:

I believe that the purpose of care and support from a provider is:	
If I were a service user receiving a service, I would like:	
I believe a service user's family and relatives would like or expect the following from SMILE:	
I believe I would make a good support worker because:	
I believe a good relationship between me and the service user will depend on:	
I believe I learn best when:	
As a member of the SMILE team I shall feel valued when:	
I believe a good working team is dependent upon:	
I believe my role in relation to the service user is:	
My other beliefs and values of reliance in a supporting role are:	



Job Description for the Post of Support Worker

Job Title: Support Worker.

Responsible to: Management.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Carry out daily tasks as required.
- Ensure the Health and Safety of the Service User and self at all times, by following Company Policy and Procedures laid out by the employer.
- Support Service Users to attend appointments (e.g. dentist, doctors, hospital, meetings, social events etc.).
- Support, encourage and promote access to all community facilities (e.g. social clubs, sport centers, libraries, college, transport and employment and other services)
- Support Service Users choices, observing their rights and entitlements which facilitate independent living. Supporting their right to Complain and Compliment as necessary and in accordance with Company Policy and Procedure.
- To respond sensibly and sensitively to the unplanned events of the Service User.
- Recognise personal and environmental changes which may affect a Service Users behavior.
- Listen to the Service Users wants and needs and endeavor to meet these wherever possible. Always remember to ask questions to clarify the specific want. Support Workers own views, opinions and beliefs should not be forced upon the Service User.

ATTRIBUTES SHOULD INCLUDE:

- To be punctual and flexible to meet the needs of the business.
- To have the ability to work under pressure
- To adhere to the need, and respect Confidentiality within your role.
- To have a commitment to Equal Opportunities
- To complete weekly Timesheets and other forms of paper work in line with the roles, responsibilities and duties of a Support Worker with eligible handwriting.

IN ADDITION THERE ARE ACTIVITIES WHICH A SUPPORT WORKER SHOULD NOT PARTICIPATE IN. THESE INCLUDE:

- The lending or borrowing of money or goods in any form from or to Service Users
- The selling or purchasing of goods/items from or to the Service User
- Not accepting gifts offered by the Service User. This applies whether the gifts are offered within, or outside working hours
- The use of personal transport whilst working with a Service User unless suitably insured to do so and with the prior knowledge of the office.

OTHER REQUIREMENTS

- To adhere to the SMILE Code of Conduct, and also work within the Code of Conduct for Healthcare Workers and Adult Social Care Workers in England produced by Skills for Care. To obtain a copy of the Code of Conduct for Healthcare Workers and Adult Social Care Workers in England please go to www.skillsforcare.org.uk.
- To attend quarterly Supervisions and annual Personal Development Reviews
- Possess a Full Driving License with access to own transport.

DBS (Discosure and Barring Service)

The Company SMILE needs to carry out a criminal record check before you can commence work. Hence when you attend your initial interview with SMILE, please bring the following documents *with you*:

2 of the following:

Current Passport
Birth Certificate
Driving licence

AND

1 of the following forms of ID addressed to you at your address.

Bank statement
Credit Card Statement
Council Tax Statement
Utility Bill

As a requirement for the DBS check you will also need to bring with you your National Insurance Number, along with 5 years address history.

With your consent, copies will be made of these documents and In the event that your application is unsuccessful, these copies will be destroyed.

When the check is complete, the DBS Certificate will be posted to you at your address. It is important that you bring the DBS to the SMILE office so that a copy can be made and placed in your personal file.

SMILE Independent Living Support Ltd complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. We also comply fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and have a written policy on these matters.

This is available to those who wish to see it on request.

I give consent for SMILE to copy my documents for a DBS Check

Signed.....

Date.....