

APPLICATION FORM

Vacancy Details			
Position applied for:		Applicant Reference Number:	
Location/s:		Where did you see the role advertised:	

Personal Details			
First Name/s:		Title:	
Surname:			
Current Address:		Postcode:	
Home Telephone Number:		Mobile Number:	
Do you have the right to work in the UK?	Yes / No	NI Number:	
Email Address:			
Do you have a current Enhanced Disclosure Certificate?	Yes / No	If yes, please state your certificate number:	
Are you registered with NI Social Care Council (NISCC)?	Yes / No	If yes, please state your NISCC number:	
Have you ever been the subject of proceedings by the NISCC? (If Yes, please provide details)	Yes / No	Have you ever been dismissed from any employment? (If yes, please provide details)	Yes / No
Do you have a current full driving licence?	Yes / No	Do you have any endorsements on your license?	Yes / No
Do you have access to a car?	Yes / No	If you are successful are you willing to add 'business use', to your car insurance?	Yes / No

Availability

It is a requirement that employees should work at least 2 shifts on their working day and work alternate weekends. We would also like employees to work at least 2 evenings a week.

Hours are not guaranteed, and shift patterns are for guidance only. Please indicate below your availability:

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Morning & Lunch Calls (06.30am – 3.00pm)							
Tea & Bed Calls (3.00pm – 11.00pm)							
Day Sits (Times vary - usually 2-4 hours)							
Over Night Sits (Times vary - usually 8 hours)							
Please circle the contract type you are applying for:	Full-time (35 hours +)		Part-time (16 hours +)			Casual (as and when required according to your availability - as stated above)	
How many hours can you work per week?							
What is your current notice period?							
If you are successful, when can you start?							
Do you have holidays planned over the next 12 months?							

Education

(Please use additional pages if required)

From	To	Type of School (Grammar/Secondary/College/University)	Examinations Taken	Grades achieved

Employment History

(Please list ALL previous employment since leaving school, starting with the most recent employer.)

IMPORTANT NOTE: All gaps in employment must be recorded and explanations given)

From	To	Name & Address of Employer	Job Title	Salary/ Hourly Rate	Main Duties and Responsibilities	Reason for leaving
<i>One 2 One</i>						
						
<i>Care & Support Services</i>						

References

Please provide details of 2 referees, one of which must be your current or most recent employer. No references from relatives.

Name of Referee:		Name of Referee:	
Job Title:		Job Title:	
Name of Organisation		Name of Organisation	
Contact Address, including postcode:		Contact Address, including postcode:	
Contact Telephone Number:		Contact Telephone Number:	
Email Address:		Email Address:	

Additional Information

(Please detail any additional information you wish to support your application. These details should include your reasons for applying for the position.)



Care & Support Services

Private & Confidential

Rehabilitation of Offenders (NI) Order 1978

Rehabilitation of Offenders (Exceptions) Order 1978

By virtue of and because of the nature of the work for which you are applying, this post is exempt from the previous or Article 5 of the Rehabilitation of Offenders (NI) Order 1978.

Accordingly, you are not entitled to withhold information about convictions which you would otherwise consider as "spent" under the provisions of the 1978 Order. Failure to disclose such information could result in dismissal or disciplinary action.

The post for which you have applied involves substantial access to children/adults with a learning disability/or at risk of harm. Before appointing anyone to such a post, it is our policy to ask for a check to be carried out by Access NI. The purpose to check is to ensure that people are not appointed who may be a risk to children/adults with a learning disability/or at risk of harm.

The check will let us know whether you have a criminal record, or whether Access NI holds any other information about you which might have a bearing on your suitability. Any information which we will receive will be treated confidentially and will be discussed with you before we make a final decision. After the decision is made the information will be destroyed. Access NI have a Code of Practice, which is available on demand.

We only ask for the check if your application has been successful and we are considering appointing you.

You **must** include all offences, even minor matters such as motoring offences and "spent" convictions. These convictions are convictions that may have happened a long time ago. If you leave anything out this may affect your application. Please complete this information on a separate piece of paper and return it with your application form. This form also asks you to give written consent to an Access NI check. Please note that if you do not consent we will not accept your application.

Further information can be found at www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks

Rehabilitation of Offenders	
Please disclose any reason why you cannot work in regulated activity.	
Do you have any prosecutions pending or have you ever been convicted at a court or cautioned by the police for any offence?	Yes / No
Have you ever been involved in an abuse case, or have you ever been involved in a police investigation with regards to abuse? (please circle)	Yes / No
If yes, please list below or on a separate piece of paper details of all pending prosecutions, convictions, cautions, or bound over orders.	

I understand that an Access NI Disclosure Check must be carried out before my appointment can be confirmed and this includes making a 'Barred list check application' (it is a criminal offence for a person to knowingly apply for a position which they are barred from). I am aware that all "spent" convictions may be disclosed. By signing below, I declare that the information I have given is accurate and I consent to an Access NI check being made. I also understand and accept that all particulars given, on this application form are complete and correct to the best of my knowledge and I understand that if I give false information in any aspect of this application I will be liable to disqualification and if appointed, dismissal.

Full Name (Print): _____

Signed: _____ **Date:** _____

Declaration

By signing below:

- I confirm that all information which I have provided is correct.
- I understand and accept that if I have provided false or misleading information, that it renders me liable for summary dismissal.
- If an offer of employment is made, it will be subject to receipt of 2 satisfactory references and all relevant checks being obtained. I hereby give my permission for you to obtain references should I be offered employment.

At One 2 One we take your privacy seriously and will take every precaution to protect your personal information. The personal data you provide will be treated as confidential and stored accordingly. It will be used by designated staff for the purposes of recruitment and will be kept for the duration of the recruitment process and for a period thereafter.

Should you be employed and by signing below, you agree that this information will be kept for the duration of your employment, for a period of time after this and you give your consent to us using it accordingly.

A copy of our privacy notices, are available on our website, which we ask you make yourself familiar with.

This will be in line with the Data Protection Act 1998.

Signature:

Date:

Please complete and return your Application and Monitoring Form to:

Email: HR@one2oneni.com

OR

HR Department, One2One Care & Support Services (NI) Ltd, Unit 3, 1 Moores Lane,
Randalstown, Co Antrim, BT41 3GE

Care & Support Services

Thank you for applying to One2One Care and Support Services (NI) Ltd

Job Description/Person Specification

(April 18)

Position:	Support Worker
Responsible to:	Area Manager
Purpose of Position	<ul style="list-style-type: none"> To enable and/or assist Service Users to remain in the community, to be supported and maintained safely in their own homes and thereby enhance their quality of life Encouraging Service Users individuality and independence Helping Service Users to maintain relationships with neighbours, the neighbourhood and familiar activities and surroundings, providing social contact, especially for Service Users who live alone Assisting other support workers and professionals to provide care for a Service User Being the face of “care in the community” and acting as our representative.
Principle Responsibilities:	
1. Visiting a Service User:	<ul style="list-style-type: none"> To visit nominated Service Users, at times directed by the management team To be particularly vigilant for signs of distress or anxiety in Service Users; any deterioration in physical and/or mental health, or safety of the environment, and to report these as a matter of urgency to your Director/Scheme Manager To carry out all tasks in a way that demonstrates respect for the privacy, dignity and value of all Service Users, irrespective of severity of disability or personal circumstances To summon appropriate assistance in an emergency. All actions should sustain, support and enhance the independence of Service Users, as specified in their care plan.
2. Personal Care: (only where specified on the care plan and subject to appropriate review):	<ul style="list-style-type: none"> Assist Service Users in/out of bed, chairs, etc., using agreed procedures. Assist Service Users in turning to relieve pressure areas Assist Service Users in dressing and undressing, care of aids and personal equipment (hearing aids, glasses, dentures, prosthesis, etc.) Assist Service Users in all aspects of personal hygiene, i.e. washing, shaving, showering etc. Assist Service Users in feeding Assist Service Users to access toilet facilities, emptying commodes and disposal of incontinence materials, using agreed health and safety procedures Encourage Service Users to maximise their own abilities and skills.
3. Domestic:	<ul style="list-style-type: none"> Where directed, maintain cleanliness of Service Users home, to meet with health and safety requirements Light fires or operate other sources of warmth Where appropriate home facilities are available, launder and iron clothes and/or bed linen belonging to the Service User only Undertake essential shopping Where directed prepare or reheat meals provided and/or demonstrate to the Service User.
4. Social:	<ul style="list-style-type: none"> Actively encourage Service Users, according to their capabilities, to participate in all aspects of daily living activities Develop and maintain personal contact with the Service User through talking and listening Provide support as part of a caring team, liaising with informal carers, other agencies or professionals as necessary.
5. Collaboration with Other Agencies:	<ul style="list-style-type: none"> Assist the management to maintain good relationships with other personnel involved in the care of the Service User, i.e. <i>Community Nurses, Social Workers/Care Managers, G P's, etc.</i>, as part of a caring team.
6. General Duties:	<ul style="list-style-type: none"> As required maintain accurate, legible, records and submit them on a regular basis to the manager Maintain confidentiality at all times Advise Service Users of the complaints procedures

	<ul style="list-style-type: none"> • Participate in all training courses • Comply with legal requirements i.e.: <i>National Minimum Standards; Health and Safety at Work Act, etc.</i>) • Participate in meetings as appropriate and attend regular supervision sessions • Any other duties reasonably falling within the scope. • Be committed and promote One 2 One's Equal Opportunities Policy and procedures in relation to both service provision and employment issues.
Person Specification	
Qualification and Experience:	
Essential:	<ul style="list-style-type: none"> • Understanding of the role of a Support Worker • Understand the effects of ageing, disability, incapacity and illness and the effects these can have on a Service Users well-being • Sound understanding of good care principles and confidentiality • Understanding of safeguarding adults at risk. • Access NI clearance
Desirable:	<ul style="list-style-type: none"> • Experience of caring for a family member or in a work place environment • Full Clean driving licence with access to a car • Car insurance which states for Business use • Level 2 or above qualification in Health & Social Care • Have an understanding of the relevant Health and Safety Legislation for Moving and Handling • Understanding of regulations and legislation within the domiciliary care profession
Skills and abilities:	<ul style="list-style-type: none"> • Strives to reach the highest standards in customer service • Communicates effectively, both verbally and non-verbally • Compassionate, patient and empathetic • Flexible and approachable with a positive attitude, even under pressure • Self-motivated • Ability to deal with emergencies and difficult situations • Ability to record details with accuracy • Ability to works on own initiative • Team player • Commitment to own professional and personal development
What you will get in return...	
Remuneration:	<p>A competitive salary will be paid to Support Workers at £7.83 per hour there will also be a fuel allowance of £0.57p per hour worked - this will be tax free (as at 01 April 2018). This will give Support Workers a salary of £8.40 per hour for every hour worked.</p> <p>This will be paid monthly into your bank account.</p> <p>One 2 One will encourage you to take advantage of the HMRC's allowance for mileage but when doing this you will have to subtract the mileage allowance given to you by One2One within that period.</p>
Hours of Work:	Flexible working hours
Location:	Various – Will be agreed at interview stage
Annual Leave Entitlement:	You will get 28 days paid Annual Leave days per year (pro rata) (inclusive of bank holidays).
Uniform:	Free Uniform and HMRC's allowance for the upkeep of your uniform/s.
Training and Development:	<p>One 2 One provide free Induction Training and will encourage and promote advancement in further qualifications. If you are under the age of 25 and working over 21 hours per week a level 3 Qualification should be available free of charge to yourself:</p> <p>If you are over 25, we will discuss this on a personal level, how advancement may be achieved.</p>
Signature:	
	Date:

Private & Confidential

Employee Monitoring Questionnaire



Reference Number: _____

We are an Equal Opportunity Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of Opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor Roman Catholic community

Please indicate whether you are: Female Male

Please indicate if you consider yourself as having a disability: Yes No

Please indicate your nationality: _____

If you do not complete this questionnaire, we are encouraged to use the "residuary" method, which means that we can make a determination on the basis of personal information on file/application form.