

## **New Concept Care and Nursing Guidance Sheet for Care Worker Application Form**

This sheet is designed to ensure that we get all the information that we require on the form. Incomplete forms will be returned to the applicant.

**1. Personal information**

Most of the items in this section are straightforward. The address that you give should be your postal address so that we can send you correspondence should you be successful in your application. If you do not hold a current driving licence you may still have transport, eg. bike, scooter or walking. If you live in a town we will have a clients in a small area, but the more you are able to travel the more work we will be able to offer you. This personal information will all be used, stored and archived safely.

**2. Qualifications and Training.**

We would like to know about all the training that you have carried out throughout your career, even the little courses that you may not think are relevant. **If you do not have any qualifications do not worry** we will provide training, including NVQ so you can learn and earn at the same time. Please bring your certificates to interview so that they can be verified.

**3. Previous Employment**

We must have full details of your employment history, starting with your current or previous employer. If you have taken time off work or had gaps in your employment could you please give reasons why on the form. If you need more space for this section please continue on a separate sheet and attach it to the application.

**4. Personal Qualities**

In this section we are interested in why you are making the application? Why do you think you would make a good care worker? What appeals to you about this type of work?

**5. References**

We require two written references one of which **must** be from your previous employer. We will send your referees a form to complete about your previous work performance and personal character once we have received them back, we will follow them up with a phone call.

**6. Immigration Requirements**

Do you require a work visa before commencing employment in the UK?

**7. Rehabilitation of Offenders Act 1974**

It is important that you read this section carefully, if you have any criminal convictions you must disclose them, on a separate piece of paper attached to the application You must sign and date at the bottom of this section. You will be required to complete a DBS for this post, please bring proof of identity to your interview – Driving Licence, Passport (if you have them), or a utility bill, birth certificate (original), marriage certificate. If you have a problem providing these documents, please ring us for advice.



**New Concept Care and Nursing Ltd**

**Care Worker Application Form**

**1. Personal Details:**

<b>Surname</b>	<b>I am over 18 years of age (please tick to confirm)</b>		
<b>First name</b>			
<b>Middle name</b>	<b>National Insurance Number</b>		
<b>Address including post code</b>	<b>Telephone</b> <b>Numbers Home</b> <b>Mobile</b> <b>Other</b>		
<b>Email address:</b>	<b>What form of transport do you have? (please use tick boxes below)</b>		
	<b>Walk:</b>	<b>Bike:</b>	<b>Car:</b>
<b>Do you hold a current driving licence?</b>	<b>Are you willing to travel?</b>		
<b>Yes          No</b>	<b>Yes          No</b>		
<b>Please specify which days you are available to work, AM &amp; PM (Please tick).</b>			
	<b>AM</b>	<b>PM</b>	
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			
<b>Saturday (week1)</b>			
<b>Sunday (week 1)</b>			
<b>Saturday (week 2)</b>			
<b>Sunday (week 2)</b>			
<b>Alternate weekends will be discussed at interviews.</b>			

**2. Qualifications and Training:**

Subject	Establishment	Date Obtained

**3. Previous employment (please start with most recent or current employer) do not leave any gaps – all dates must be consecutive and include ‘all’ since leaving school. If you have had a break in employment state why e.g. ‘Break for family reasons’:**

Employer	Start Date	Leave Date	Duties	Reason for Leaving

**4. Personal Qualities:**

<b>What qualities do you have which make you suitable for this type of work?</b>

**5. Emergency Contact Details:**

<b>Name:</b>	<b>Relationship to you:</b>
<b>Address:</b>	<b>Telephone Numbers:</b> <b>Home:</b> <b>Mobile:</b>

**6. References –one of whom MUST be your most recent employer:**

<b>Name:</b> <b>Position/Job Title:</b> <b>Address:</b>  <b>Telephone Number:</b> <b>Email Address:</b>	<b>Name:</b> <b>Position/Job Title:</b> <b>Address:</b>  <b>Telephone Number:</b> <b>Email Address:</b>
<b>May we contact this person prior to the interview?</b> <p style="text-align: center;">Yes    No</p>	<b>May we contact this person prior to the interview?</b> <p style="text-align: center;">Yes    No</p>

Your referees will be contacted by telephone to confirm the reference provided.

## 7. Immigration Regulations

In order to comply with current immigration regulations will you require a work permit before taking up work with New Concept Care & Nursing?

**Tick as appropriate**

Yes	No
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## 8. Rehabilitation of Offenders Act 1974

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal. Any information given will be completely confidential.

**I understand that I will be asked to undergo a DBS in order to check my background and that I will notify NCCN of any further convictions after the date of disclosure, this includes any motoring convictions. If my period of employment with NCCN is less than 6 months, I realise that NCCN will deduct £50 from my final payment to cover the costs of this check.**

**Having a criminal record does not automatically disqualify you from this role – please refer to the enclosed policy on Recruitment of Ex Offenders.**

If you have any criminal convictions to declare please do so on a separate sheet

## 9. Data Protection Act 1998

All personal information provided will be used only by those who need to use it, will only be disclosed to third parties at your request (by reference), will be securely stored for the length of time necessary to comply with legislation and will be archived securely when the destruction date is reached.

### **Declaration by Applicant**

I confirm that the information contained in this application is correct, and that all the relevant information has been given. I agree that I am of good integrity and character and am physically and mentally fit to perform the work that the agency will provide me. I am fully aware that I will be required to undertake a DBS Check to assess my suitability for the post. I understand that if any of the information provided on this application is later found to be incorrect, my employment may be terminated.

I have read and understood the above statement and have disclosed any criminal convictions that I have.

**Signature of applicant:**

**Date:**

**Please send the completed application form to:**

New Concept Care and Nursing  
The Old Police Station  
12 Beverley Road  
Market Weighton  
York  
YO43 3JP

**Tel:** 01430 876000

For further information about New Concept Care and Nursing visit our web site at [nccn.org.uk](http://nccn.org.uk)

# **NEW CONCEPT CARE & NURSING LTD**

## **Recruitment of Ex Offenders**

### **Policy Statement**

New Concept Care & Nursing Ltd provides Domiciliary Care Workers to deliver care for vulnerable people in the community. Due to the nature of this work, applicants will be subject to an enhanced disclosure. In order to protect NCCN's vulnerable service user group, disclosures that evidence inclusion on the ISA list will be excluded from consideration. Seeking a care post whilst included on the ISA list is a criminal offence to which NCCN will respond appropriately. Other offences will be discussed as described below, depending upon their severity, nature and context may also preclude applicants from being considered for a position with the company.

1. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for Care and other Management positions which will involve contact with vulnerable adults. New Concept Care & Nursing Ltd (NCCN) complies fully with the DBS Codes of Practice and undertakes to ensure that all applicants for positions are treated fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. Due to the nature of the work undertaken by New Concept Care, no applicant will be accepted if they are included on the current Protection of Vulnerable Adults list held by the Secretary of State. Application by any such person to work in a care setting is a criminal offence and would be dealt with by NCCN appropriately.
3. We are committed to the fair treatment of its staff, potential staff or users of its service, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disabilities or offending background with the exception of those who fall into the category mentioned in the preliminary statement above.
4. This policy on the recruitment of ex – offenders is made available to all disclosure applicants at the outset of the recruitment process.
5. As disclosure forms part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal records at an early stage in the application process. We request that this information is sent under separate confidential cover to a designated person (Andrew Lockett) within NCCN and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
6. As positions are exempt from the Rehabilitation of Offenders Act 1974, an applicant's entire criminal history will be discussed, including spent convictions.
7. We ensure that all those in New Concept Care & Nursing Ltd 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 training in the relevant legislation relating to the employment of ex-offenders, e.g. Rehabilitation of Offenders Act 1974.

8. 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.
9. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

Having a criminal record will not necessarily bar anyone from working with NCCN. Any such decision will depend on the nature of the position and the circumstances and background of the offences.



## **New Concept Care and Nursing Ltd.**

### **Job Description**

**Job Title:** Domiciliary Care Worker

#### **Job Purpose and Objective**

##### **The purpose of the job and its main objectives are:**

Under the direction of Area Managers you will undertake personal care and other duties as part of an assessed package of care which will enable people to remain at home for as long as possible. The services offered by NCCN operate over 24 hours period and is for vulnerable, dependant people some of whom may have challenging behavior. The job will involve on and off the job training.

#### **Job Tasks:**

In the course of carrying out any or all of the following tasks the post holder must pay due regard to NCCN policies and procedures at all times. The post holder will be expected to carry out reasonable tasks required which fall within the scope of the purpose of this post. The main tasks, which may change through the development of the post are:-

1. Personal care – such as assisting service users to get up, go to bed, dressing, and undressing, feeding, washing and going to the toilet. These duties will require you to be able to undertake the physical movement of climbing, bending, stretching and carrying. You will be trained in the safe handling of people.
2. To undertake some domestic tasks as described in the support plan, and the use of equipment in order to carry out these tasks. During these duties you may come in to contact with chemical and biological agents in cleaning materials. These activities will take place in a variety of service user's homes.
3. To encourage people to retain their independence and assist them to achieve the optimum independence in conjunction with the support plans. These duties will involve walking and driving, for example to carry out shopping and to aid the service user to socialize in the community.
4. To constantly monitor the care being given to service users and report to the area manager any significant change in relation to the assessed needs of the individual, this forms part of NCCN continual reviewing process. You will need a good command of the English language and to be able to record clearly in writing.
5. To develop skills and participate in training and supervision, to maintain accurate records. To liaise with other agencies involved in the care of the service user such as GP, community nurses, service user's families and neighbours.
6. To maintain confidentiality at all times, taking into consideration the Data Protection Act 1998 and the responsibility that places upon the Post Holder to safely store, maintain and dispose of written or electronically stored information about people in accordance with NCCN Data Protection Policy.

## Person Specification

1. Must be able to relate to people in appropriate ways and have awareness of their needs showing sensitivity towards them and their home environment.
2. Must be able to communicate clearly, concisely and effectively in face-to-face situations and by telephone with office staff and other agencies if required.
3. Must be willing and able to work without close supervision and demonstrate self – reliance, planning and foresight.
4. Must indicate the willingness and demonstrate an ability to work as part of a team in terms of covering calls and attending a variety of clients with various needs.
5. Must demonstrate the ability to monitor the needs of clients and identify and changes in their condition / environment and report these changes back to the to an appropriate member of staff at the office.
6. Must be able to complete medication charts clearly, accurately and concisely, verbally reporting any urgent issues and to have access and knowledge of the operation of Android/Apple phones.
7. Must show willingness to undertake household tasks and chores as well as to meet the personal care needs of clients.
8. Must understand the responsibility that individual employees have for their own and others health and safety and have awareness of all relevant health and safety legislation.
9. Must demonstrate an understanding of the person's need for a personalized, dignified service which increases independence and recognizes the person's rights and choice.
10. Must understand the personal liability held to maintain security of information however that is held, on computer, text, email, or paper-based material. Failure to maintain such security may result in a fine of up to £5,000. NCCN give all the support necessary for the post holder to maintain such security.
11. Must be able to work alternate weekends.