

## **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.



**Specialist 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>Name:</b>
<b>Position/Job Title:</b>	<b>Position/Job Title:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone Number:</b>	<b>Telephone Number:</b>
<b>Email Address:</b>	<b>Email Address:</b>
<b>May we contact this person prior to the interview?</b>	<b>May we contact this person prior to the interview?</b>
<b>Yes      No</b>	<b>Yes      No</b>

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 [newconceptcare.co.uk](http://newconceptcare.co.uk)

<b>Interview Date</b>		<b>Accept?</b>		<b>Start date</b>		<b>Leave Date</b>		<b>ID, UNIFORM Returned?</b>	
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# **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. Where necessary to maintain the supply of Care Workers, NCCN will request a ISA First check for an applicant. Where this is undertaken, follow up will be carried out to ensure that Service Users who receive a service from the said applicant are satisfied with the provision. This will be recorded and held on the applicant's personnel file until the full DBS Enhanced disclosure is obtained.
4. 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..
5. This policy on the recruitment of ex – offenders is made available to all disclosure applicants at the outset of the recruitment process.
6. 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 within NCCN and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

7. As positions are exempt from the Rehabilitation of Offenders Act 1974, an applicants entire criminal history will be discussed, including spent convictions.
8. 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, eg Rehabilitation of Offenders Act 1974.
9. 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.
10. 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.
11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

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 & NURSING LTD**

### **Job Description – SPECIALIST CARE WORKER – Learning Disabilities / Complex Needs**

This post is responsible to the Management Team at New Concept Care & Nursing (NCCN). This Job Description gives an overview of the tasks involved in the role, but is not exclusive, other tasks may be requested of the Care Worker and will be discussed at the time of allocating the assignment. Assignments will be allocated to suit the Care Workers skills and to fit in with their requested hours of work. Training and assessment will be given to ensure competence. It is the duty of the care worker to inform their manager if they do not feel confident and competent.

1. To visit service users with Complex Learning or Physical Disabilities in their own homes to fulfill their assessed needs.
2. To provide one to one support for Service Users who have additional challenges.
3. To assist the service user in their maintenance of independence remembering at all times that the Care Worker is a visitor in the Service user's home and must consider the Service user's rights, dignity and their need for confidentiality. To enable the service user to be involved in every aspect of their care provision.
4. To work in a professional manner at all times, maintaining the high quality of service provided by NCCN, wearing NCCN shirts and carrying NCCN identity card unless otherwise instructed, according to the wishes of the service user.
5. To provide personal care for the Service User where required, helping with morning tasks – in and out of bed, evening tasks – preparation for bed, dressing and undressing, help with toileting, bathing, showering, working within the parameters of the Service User's Care Plan in the delivery of a person centred service.
6. Care and support for people who have complex physical needs, care may include the use of invasive or non- invasive respiratory ventilation, cough assist, PEG or TPN feeds, tracheostomy care, stoma care and other advanced skills. Training and assessment in these areas will be provided by in-house nurse managers and colleagues from the NHS. In depth ongoing support and training will be provided.
7. To help Service user's with mobility where necessary. This may include the use of equipment such as hoists and other specialist equipment. Training will be given to allow care workers to perform these tasks in a way which does not put themselves or the service user in danger and to ensure competence in all aspects of the care provision.
8. To encourage service users to be as independent and self managing as possible, whilst providing a stimulating and safe environment

9. To aid service users with communication difficulties, to communicate in the manner described in the care plan to meet the service user's needs.
10. To support service users with complex needs to access social, recreational and educational venues, at all times promoting their independence and a sound community presence.
11. To maintain Service user's Care Record accurately and legibly, bearing in mind the language and information used.
12. To report any changes in a service which may be needed, or any problems encountered during a visit IMMEDIATELY to the office or by using the On Call Procedure.
13. To undertake relevant training on working with learning disabilities and autism and any other complex activities provided by NCCN as requested.

## **Person Specification**

1. Must be able to relate to service users in appropriate ways and have awareness of their needs. showing sensitivity towards them, their family 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 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 service users with various needs.
5. Must demonstrate the ability to monitor the needs of service users and identify and changes in their condition / environment and report these changes to management staff
6. Must be able to complete medication charts clearly, accurately and concisely.
7. Must show willingness to undertake household tasks and chores as well as to meet the personal care needs of service users.
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. At all times to work in a person centred enabling manner listening and responding appropriately to need.