

Guidelines on completing the application form

General points

Thank you for your interest in Crossroads Care. These notes are intended to help you complete the application form.

Please complete the application form in black ink or type. We use this application form to decide whether you will be given an interview so please fill it in very carefully.

Please complete all sections of the application form. Only applications made on the form are accepted, we do not accept CVs. If you need more space for a particular section then continue on a separate sheet of paper. Please do not put your name on any additional sheet. This will help us to adhere to our Diversity and Equality Policy.

Personal details – Part A

This part of the form will be removed before short listing takes place to ensure decisions are not influenced by unfair or unlawful discrimination.

Referees

If you have been in employment for some time you must give your last two employers as referees. If you have only one previous employer you may give the name of an other person who can provide a reference for you but this should not be a partner or a member of your family. If you are currently self-employed you may use a client as a referee. If you are still in full time education and applying for your first job, please give details of someone in authority from an educational establishment.

Criminal convictions

Appointments are subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS) formerly known as the Criminal Records Bureau. The DBS disclosure can, also reveal, where appropriate, whether a person is barred from working with vulnerable adults or with children because of their inclusion on the DBS children or adult barred lists. Because of the nature of this work; providing support to carers, you need to provide information about any criminal record you have, spent or unspent. This includes cautions, reprimands and warnings recorded by the police centrally.

If you do have any previous or outstanding convictions, cautions, reprimands or warnings, you will only be asked to supply details if you are invited for interview. You will need to give written details of the offence, the penalty and dates. This should be put in a sealed envelope and given to the interviewing panel on the day of the interview. The information will be completely confidential to the appointing panel. It will only be opened if you are considered for the appointment. Having a criminal record will not necessarily bar you from working at Crossroads Care. This will depend upon the nature of the position and the circumstances and background of your offences.

Education, qualifications and information in support of your application – Part B

Employment history

Please give details of your present post together with the full name and address of your employer. It is **essential** that Carer Support Workers provide a full work history. Please account for any gaps either in the training/education section or by saying if you were unemployed and the dates the period of unemployment started and finished.

Information in support of your application

Selection for interview will be made on how well you demonstrate you meet the criteria in the person specification and job description. Read through the job description and person specification and think of an example from your present or most recent job that show you have the required skill or experience. If you are unemployed or have been out of paid employment for some time, or have just left school/college/ university, you may wish to include relevant experience from voluntary work or education. Do continue on additional sheets if necessary.

Data protection

If your application is unsuccessful, the information on your application form will be kept for six months and then destroyed.

The Equality Act

We accept applications in a number of formats including audio and large print.

A disability is defined under the Act as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal activities. If you tell us you have a disability we will make reasonable adjustments during recruitment. If you are appointed to the post we will make reasonable adjustments to where you work and to your working arrangements.

Equal opportunities form

Please complete the equal opportunities form to help us to monitor our recruitment process. The equal opportunities form will be separated from the application and the information given will be used for statistical purposes only.

Acknowledgement of applications

I am afraid we are not able to respond to everyone who applies for a post. We do appreciate the time you have taken with your application and thank you for your interest in Crossroads Care.

Job description

Staff will be encouraged and supported to see their work in terms of helping people to achieve their goals and desired outcomes and not just to perform the prescribed tasks. The job description is a broad description of the duties a Carer Support Worker will be expected to perform with some examples given for what the main duties actually involve. The exact duties to be carried out for each person with care needs are not limited to those examples, these will be agreed with a senior member of staff before the Carer Support Worker begins providing support and will then be set out in a care plan. Comprehensive induction training will be provided. Staff will not work unsupervised until induction has been successfully completed.

Crossroads Care provides support to carers and people with care needs 24 hours a day, 365 days a year. The Carer Support Worker's working pattern will be agreed between them and a senior member of staff.

Job title:	Carer Support Worker
Location:	The Carer Support Worker will work in the service user's home.
Responsible to:	Management Team

Main aims of the post

- To provide support to carers and people with care needs including emotional support.
 - To provide personal care.
 - To carry out domestic tasks.
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Duties to include

1. To assist with personal hygiene, for example helping the person with care needs to have a bath or shower, to go to the toilet or to care for their skin or hair.
2. To assist with dressing / undressing, choice of clothes and personal appearance.
3. To support the person with care needs with their medication.
4. To assist with mobility including use of wheelchairs, hoists etc
5. To assist with a therapeutic programme designed by a medical professional.
6. To provide emotional support, companionship and a safe environment for those in need of supervision and help.
7. To carry out basic first aid and summon emergency services.
8. To report any concerns about abuse or the welfare or safety of any adult or child there is contact with at work to a line manager / nominated person / person on call.

9. To undertake specialised tasks as agreed and after appropriate training, for example, administration of medication by specialised techniques, toe nail care and assistance with oxygen therapy.
10. To support the person with care needs with activities outside their home, for example community activities, shopping or attending medical appointments.
11. To provide support with organised group activities for people with care needs.
12. To prepare meals and drinks and provide assistance with eating / drinking.
13. To help clean the home for example: washing up, vacuuming, cleaning the bathroom and doing laundry.
14. To look after pets.

Health and safety

15. To implement, operate and maintain safe systems of work in accordance with Crossroads Care policies, procedures and guidance, training and associated risk assessments.
16. To report to your manager any situations or issues for concern relating to significant foreseeable risks, incidents (including near misses) and / or accidents which give cause for concern in relation to safe systems of work (affecting your own health and safety or that of others affected by your work activities).

General

- To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- To work at all times within the philosophy and policies of Crossroads Care.
- To comply with the Health & Safety at Work Act 1974 and with Crossroads Care policy, paying particular attention to the reporting of dangerous situations.
- To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that Equal Opportunity principles are applied at all times.
- To comply with the Code of Conduct.
- To undertake any other duties that may be considered commensurate with the level of the post and that are set out in the care plan.

Person specification

Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of providing care. • Experience of working with vulnerable adults and / or children.
Qualifications <ul style="list-style-type: none"> • Commitment to undertake Health and Social Care Diploma level 2 within two years of appointment. 	<ul style="list-style-type: none"> • Health and Social Care NVQs level 2 or 3 / Health and Social Care Diploma level 2 or 3.
Skills and abilities <ul style="list-style-type: none"> • Able to develop good working relationships with carers and people with care needs while maintaining appropriate personal boundaries. • Able to work independently and take initiative while working within Crossroads Care policies, procedures, guidance. • Able to demonstrate care and respect for vulnerable adults and children. • Able to demonstrate good verbal and written communication skills. 	
Knowledge <ul style="list-style-type: none"> • Understanding of the importance of confidentiality. 	<ul style="list-style-type: none"> • Understanding of the needs of carers.
Other <ul style="list-style-type: none"> • To be committed to safeguarding and promoting the welfare of vulnerable adults and children. • Able to work in the area covered in a time and cost effective manner. Drivers will only be permitted to carry service users if they have held a driving licence for at least one year and have no more than six points on their licence. • Applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Criminal Records Bureau. 	

Application form



Post applied for: Carer Support Worker (CSW)

Please complete in black ink or type

Preferred title:	First name:
Surname/family name:	
Address:	
Post code:	
E mail address:	
Tel. (home):	Tel. (work or mobile):

References

Please give names, addresses and telephone numbers of two people who can provide references for you. They **must** be your last two employers. If you aren't currently in employment please see the enclosed guidelines on completing this form. Crossroads Care reserves the right to contact other previous employers. We do not approach referees until after interview.

Present or previous employer	
Name:	Name:
Job title:	Job title:
Organisation:	Organisation:
Address:	Address:
Telephone:	Telephone:
E mail address:	E mail address:
How is this referee known to you?	How is this referee known to you?
Do you wish to be contacted before we approach this referee? Yes/No	

Tools/ApplicationformCSW/2010/09/Ate02c(iia)

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Rehabilitation of Offenders Act 1974 and Exception Order 1975

Because of the nature of the work for which you are applying, you must provide information about any criminal record. This includes convictions, cautions, reprimands and final warnings. Our power to require this lies in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 which removes the normal operation of the Act in relation to specific occupations, including the provision of Home Care Services. In the event of being employed in connection with this application, any failure to disclose such convictions could result in dismissal or disciplinary action.

If you have no convictions please write NONE

If you do have any previous or outstanding convictions, cautions, reprimands or final warnings, you will only be asked to supply details of the type of offence, date, sentence, fine etc if you are invited for interview. Please see guidelines on completing the application form for further details.

Declaration

I declare that all the information I have given on this application form is true and accurate, to the best of my knowledge. Please note that if you give untrue or inaccurate information any employment contract may be invalidated and the employee subject to disciplinary action or dismissal.

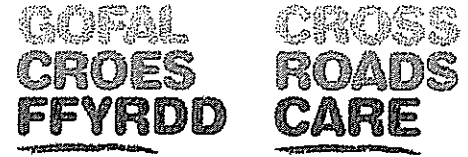
Signed:

Date:

If you downloaded your application from the internet please print it off and sign.

Section A will be detached from your application. All short listing will be carried out on a completely fair basis in accordance with Equal Opportunities Legislation and Policy

Application form



Post applied for: Carer Support Worker

Please complete in black ink or type

Education & work history – Part B

Education and qualifications

Please tell us about the school/college/university you attended, starting with the most recent.

Name of school/ college/university	Dates you started and finished	Qualification and grade

Training

Please tell us about any training courses you have been on that you think are relevant to this application.

Course title and content	Organisation that ran training	Date training attended

Present or most recent employment

Employer's name and address:

Dates of employment including month and year:

Post title:

Please tell us about what you did in your job:

Reason for leaving:

Notice required: **Salary:**

Past employment

Employers name and address:	Dates from & to month & year:	Job title & brief description of duties:	Reason for leaving:

If you need more space please continue on a separate sheet of paper

Information in support of your application

Please use this space to tell us how your skills, experience and knowledge match those in the job description and person specification. You will need to give examples from employment or voluntary work to show how you meet these criteria. Invitation to interview for this post will depend on how well you meet the criteria.

If you need more space please continue on a separate sheet of paper

**Please return this application and equal opportunities monitoring form to:
Yvonne Saunders, Crossroads Care Barnsley, Maple House, Maple Estate, Stocks Lane,
Barnsley, S75 2BL**

ET.02b

Equal Opportunities Monitoring Form

All information received will be treated in strict confidence. Crossroads Care strives to be an equal opportunities employer and has a clear policy in terms of challenging discriminatory practices. In order to have accurate information about our performance we would be grateful if you would complete this monitoring form and return it with your application form. It will not be seen by the recruitment panel. If you feel that our recruitment procedure has unfairly discriminated against your application to work with us, please take this opportunity to tell us.

Post applied for:

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1	How would you describe your ethnicity?			
	White		Asian or Asian British	
	British	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
	Irish	<input type="checkbox"/>	Indian	<input type="checkbox"/>
	Any other white background <i>(please specify:)</i>	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
			Any other Asian background <i>(please specify:)</i>	<input type="checkbox"/>
	Black or Black British		Mixed	
	African	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
	Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
	Any other black background <i>(please specify:)</i>	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>
			Any other mixed background <i>(please specify:)</i>	<input type="checkbox"/>
	Chinese		Other ethnic group	
	Chinese	<input type="checkbox"/>	Other ethnic group <i>(please specify:)</i>	<input type="checkbox"/>
	If you would like to further describe your ethnicity, please do so here:			

Tools/Equalopportunitiesmonitoringform/2011/11/ATe02b

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2	Which age category do you fit into?			
	18 - 24 years	<input type="checkbox"/>	49 - 56 years	<input type="checkbox"/>
	25 - 33 years	<input type="checkbox"/>	57 - 65 years	<input type="checkbox"/>
	34 - 40 years	<input type="checkbox"/>	66 - 70 years	<input type="checkbox"/>
	41 - 48 years	<input type="checkbox"/>	Over 70 years	<input type="checkbox"/>
3	Are you male or female?			
	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
4	Do you consider yourself to be a person with a disability? This includes people with long term health conditions. If you tell us you have a disability we will make reasonable adjustments to where you work and to your work arrangements and at interview.			
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5	Are you a carer? A carer is someone, who, without payment, provides help and support to a partner, child, relative, friend or neighbour, who could not manage without their help. This could be due to age, physical or mental illness, addiction or disability.			
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Please tell us how you heard about the job you are applying for so we can find out how successful our advertising is

- Newspaper (which one) Web site (which one)
- Other (please give details)

E.06

Recruitment of ex-offenders

This document is provided as part of a suite of policy and guidance documents to (*name of scheme*) (now referred to as a 'scheme') as a Network Partner of Carers Trust

See also guidance on recruitment ex-offenders ([ET.33](#))

1.0 POLICY STATEMENT

1.1 As an organisation assessing applicant's suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order and that uses the Disclosure and Barring Service (DBS) the scheme complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a criminal records check on the basis of conviction or other information revealed.

1.2 The scheme can only ask an individual to provide details of convictions and cautions that the scheme is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate the Police Act Regulations (as amended), the scheme can only ask an individual about convictions and cautions that are not protected.

1.3 The scheme is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, marital status, sexual orientation, gender reassignment, age, ethnic origin, disability, religion or belief, status as a carer or offending background.

1.4 This written policy on the recruitment of ex-offenders is made available to all DBS applicants at the outset of the recruitment process.

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

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

2.0 TRAINING

2.1 The scheme ensures that all those who are involved in the recruitment process, including trustees, have been suitably trained to identify and assess the relevance and circumstances of offences. It also ensures that they have received appropriate guidance and training in the

Policy/Recruitmentofexoffenders/2015/02/APe006

Last updated February 2015, to be implemented by May 2015. Review due February 2016.

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relevant legislation relating to the employment of ex-offenders, such as the Rehabilitation of Offenders Act 1974.

3.0 INTERVIEW

3.1 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 matters 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.

3.2 The scheme makes every subject of a criminal records check submitted to the DBS aware of the existence of the DBS Code of Practice and make a copy available on request.

3.3 The scheme undertakes to discuss any matter revealed in a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

4.0 LEARNING AND DEVELOPMENT

4.1 General learning and development requirements relating to the recruitment of ex offenders policy are contained in the learning and development policy, procedure and guidance ([E.13a](#), [E.13b](#) and [E.13c](#)).

5.0 REVIEW AND ADOPTION OF THIS POLICY BY BOARD OF TRUSTEES

5.1 The scheme's board of trustees is required to formally adopt the recruitment of ex offenders policy and to ensure that a documented record is kept of their decision to do so.

5.2 Full details of the policy (including its title and reference number) and the date it was adopted will be documented in the minutes of the appropriate trustee board meeting as evidence of the decision taken. The minutes will be signed by the chair of the trustees on behalf of the board.

In May 2013 legislation came into force that allowed certain old and minor cautions and convictions to no longer be subject to disclosure. For further information see [Filtering rules for criminal record check certificates](#) on the gov.uk site, call 0870 90 90 811 or email customerservices@dbsgsi.gov.uk.

If you believe there has been a mistake on your record see Disclosure and Barring Service: appeals and disputes on [Disclosure and Barring Service - GOV.UK](#) or call 0870 90 90 811 within three months of receiving your certificate.