

*114 Rawlinson Street, Barrow-in-Furness, Cumbria, LA14 2DG*

*Telephone: (Furness) 01229 824342 Out of Hours: 07811 652072*

*Telephone: (Lakes) 01539 440975 Out of Hours 07549 647262*

*Website:* [*http://www.twilighthomecare.co.uk*](http://www.twilighthomecare.co.uk/) *Email:* *twilightyear@btconnect.com*

**JOB APPLICATION FORM**

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| Post applied for: **HOME CARE WORKER** Date of Application:  |
| Applicant Name: |
| Applicant Address:Post code: |
| Tel No: | Mob No: |
| Email: |

**Essential Checks:**

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| --- | --- |
| What is your Date of Birth? **(Required)***(You must be over 18 years old to meet regulatory requirements)* |  |
| What is your National Insurance Number? **(Required)** |   |
| All employers in the UK have a responsibility to prevent illegal migrant working; therefore, we need to check the entitlement of everyone we employ. We will ask for proof of eligibility through the application process. I confirm that I am eligible to live and work in the UK | YES | NO |
| Have you ever been convicted of a criminal offence?(You do not need to disclose convictions deemed as spent under the Rehabilitation of Offenders Act 1974). Twilight Years Ltd undertakes not to discriminate unfairly against any individual on the basis of a conviction or other information revealed (e.g. in a Criminal Records Disclosure). Note: We reserve the right to ask you for more information if you have answered yes as the post is eligible for DBS checks. | YES | NO |
| Do you have any criminal or other charges pending? | YES | NO |
| Can you confirm you are of good character? | YES | NO |
| Do you hold a full current driving licence? | YES | NO |
| Can you confirm you are physically and mentally fit to deliver Home Care tasks to vulnerable adults? Please complete the Health Declaration along with this application. | YES | NO |
| Can you confirm you have received your Vaccination/s for Covid-19? Please provide your Batch number and date/s received from your Covid-19 vaccination card | Dose 1 | Dose 2 |

**Employment, Qualification and Training History:** For regulation purposes we need your full employment history from leaving school. List all employments starting with the most recent first. You must account for any gaps in employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date from****(dd/mm/yyyy)** | **Date to****(dd/mm/yyyy)** | **Name of Employer** | **Position****held** | **Reason for leaving** |
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**Qualifications: List all Qualification you have gained**

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| --- | --- | --- | --- |
| **Subject** | **Level (if applicable)** | **Date achieved** | **Grade (if applicable)** |
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**Training Courses: List all training courses you have attended and have a certificate**

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| --- | --- | --- | --- |
| **Subject** | **Training Provider** | **Date achieved** | **Run out Date** |
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**Further details:**

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| *You are invited to add further information to support your application, please refer to the job description and describe how you meet the criteria, ideally by giving brief examples:****If successful, can you please indicate the size required for uniform below:-******Female: - Size …………..******Male:- Chest Size …….… Collar Size ………….*** |
| **Next of Kin Name:** |  |
| **Address:** |  |
| **Tel No:** |  |
| **Relationship:** |  |

**References**

Please give details of two referees, one of whom MUST be your present employer or, if not in employment your immediate last employer. **Do** **not** give the names of relatives or friends. Please note references will be taken up after interview.

|  |  |
| --- | --- |
| **Last Employer** | **Character Reference** |
| Name |  | Name |  |
| Employer |  | Relationship to Applicant |  |
| Address Post Code |  | Address Post Code |  |
| Tel No |  | Tel No |  |
| Email Address |  | Email Address |  |

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| **GDPR 2018**Under the GDPR 2018, the personal data you provide will be held conﬁdentially and securely in manual and electronic formats and used for:  (i) the purposes of the recruitment and selection process &  (ii) to enable Twilight Years to monitor the effectiveness of current policies and assist with statistical returns (iii) We will not use your data or share it with any third party |

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| **Declaration**By emailing this application form, I certify that to the best of my knowledge, the information given on this form is correct. I understand that my application may be withdrawn or that I may be dismissed for withholding relevant details or giving false information. I also understand that the information I have provided may be subject to veriﬁcation. |

|  |  |
| --- | --- |
| Signature: | Date: |

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| Once complete: Please email this form to: *lee.holmes@twilighthomecare.co.uk* or post it to: Twilight Years Ltd, 114 Rawlinson Street, Barrow-in-Furness, Cumbria, LA14 2DG. |

Please indicate where you saw the advertisement for this post:

|  |
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| i.e. Job Website, Facebook, Word of mouth, other: |

**Equality & Diversity Monitoring Form**

Twilight Years wants to meet the aims and commitments in set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building up accurate picture of the workforce in encouraging equality and diversity. The company needs your cooperation to do this, but filling in this form is voluntary. The information you provide will stay confidential and stored securely and limited to only some staff within the organisation. Please tick the answers that apply to you:

|  |  |
| --- | --- |
| Gender | * Man
* Woman
* Prefer not to say
* If you prefer, use your own term…………………………….
 |
| Age | * 18-30 🞏 31-40 🞏 41-50 🞏 51-60 🞏 60+
 |
| Orientation | * Heterosexual
* Gay Woman
* Gay Man
* Bisexual
* Other Orientation please specify ………………………….
* Prefer not to say
 |
| Disability | Do you consider yourself to have a disability or health condition?* YES 🞏 NO

\* The definition of a disability as defined in the Equality Act 2010 is a person who has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities. |
| Race | * I am White:
 | * British 🞏 Irish
* Polish 🞏 Gypsy or Irish Traveller
* Other White please specify
 |
| * Asian or Asian British
 | * Bangladeshi 🞏 Indian
* Pakistani 🞏 Chinese
* Other Asian please specify
 |
| * Black or Black British
 | * African 🞏 Caribbean
* Other Black please specify
 |
| * I am of Mixed Heritage
 | * Black and White Caribbean
* Black and White African
* White and Asian
* Other Mixed heritage please specify
 |
| * Other Ethnic
 | * Please specify
 |

Please return this monitoring form with your application – it will be separated from all other supplied information before the application form is forwarded to the short-listing panel.

If you have any questions which arise from completing this form, please contact our office on the above number.

**Job Description**

**Job Title:** Home Care Worker

**Location:** Barrow-in-Furness and surrounding areas including South Lakes

**Position reports to:** Home Care worker

**Job Purpose Summary:** You will provide quality person-centred care to support people in their own home. The post compiles a zero-hour contract and hours may vary depending on the needs of the Service Users (this may include working flexibly and to include evenings, weekends and public holidays). As a Home Care Worker, you will do one of the most important jobs in the community; you will help other people to retain as much independence as possible. Providing this is not easy and skill, sensitivity and kindness is required.

**Main Responsibilities:**

* Supporting the Service User to remain at home and respecting their individual wishes to maintain their individual preferences, choices and decisions. This may include supporting the Service User to remain independent yet maintaining a link with neighbours, friends, familiar activities and surroundings.
* You will also support the Service User in feeling wanted, valued and maintain their self-esteem and more practical aspects such as security, safety and comfort within their own home at all times.
* You will maintain Service User confidentiality at all time as directed by Twilight Years Ltd Policy
* You need to be aware of the service user’s immediate needs and to respond accordingly if circumstances demand such action and involve outside agencies as required, including emergency situations and to report this and any other concerns to your line manager as soon as possible
* You will report any Safeguarding issues
* You will inform the Manager of any situation which gives cause for concern with particular regard to health and safety issues.
* You will support your Service User by attending meetings, contribute to reviews and keep accurate records relating to routine daily activities, this can be done both verbally or in written form
* Being the face of ‘Care In The Community’
* Working in a team with other Home Care Workers or other professionals or working solo.
* Remain contactable by mobile phone when on duty
* Receive regular support and guidance from your line manager, including at least 4 supervisions per year
* Report any period of sickness or absences as directed by company policy
* All Home Care Workers are required to undertake a minimum qualification of NVQ Level 2 in Health and Social Care within 6 months and attend relevant training as directed by Twilight Years Ltd, this include completing the Care Certificate
* Be willing to provide shadow cover to new applicants and offer feedback information to the HR Department
* Promote the company’s name in a positive manner to uphold it good name and status
* Any other duties as required

**Main Tasks –** This list is typical of tasks which can include some or all of the following:

* Moving and Handling: Mobility and transfers, helping individuals in and out of bed, chairs, toilet, showers
* Personal hygiene, prompting, washing, helping with bathing, tooth and denture care
* Assistance with toileting, applying and removing continence pads, emptying catheter bags
* Support and assistance in dressing and undressing
* Assistance with administering Medicines and complete relevant documentation
* Food preparation, assistance with or supervision of eating
* Light cleaning and essential house care
* Laundering and ironing
* Assistance with shopping, errands and pension collection
* Sleepovers
* Companionship
* Overall monitoring of well-being

**Service User Groups:** Home Care Worker duties are performed in the homes of the following groups of people:

* Older adults
* Physically and Mentally disabled adults
* Sensory impaired adults
* Terminally ill adults
* Other conditions

**Probationary Period**

The first six-month period will constitute a probationary period, when this is completed employment will be confirmed. The attributes to attain a successful probationary period will include Good attendance, delivery of person-centred care, successful supervision, completion or reasonable progress of NVQ qualification, training and line manager recommendation.

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| **Person Specification** |
|  | **Qualities Required** | **How****Assessed** | **Essential or****Desirable** |
| 1 | A warm person-centred approach and the ability to engage with the Service User | Interview | Essential |
| 2 | Good verbal communication and interpersonal skills | Interview | Essential |
| 3 | Good written communication skills | Interview | Essential |
| 4 | Ability to read and understand instructions | Interview | Essential |
| 5 | Ability to work on own initiative | Interview | Essential |
| 6 | Ability to work in teams | Interview | Desirable |
| 7 | Experience of working in Care | Interview | Desirable |
| 8 | A common-sense attitude to problem solving and reaction to emergencies | Interview | Desirable |
| 9 | Ability to liaise with other agencies | Interview | Desirable |
| 10 | An understanding of the post of Home Care Worker with Twilight Years Ltd | Interview | Essential |
| 11 | Understanding and commitment to EO and anti-discriminatory practice | Interview | Essential |
| 12 | Good work ethic, timekeeping, reliability, etc | Interview | Essential |
| 13 | Availability and willingness to work unsociable hours | Interview | Essential |
| 14 | Vehicle owner and willingness to use vehicle for work, with Business Insurance | Application | Desirable |
| 15 | Possession of relevant qualification i.e. NVQ 2 Health and Social Care | Interview | Desirable |

**Privacy Notice for Job Applicants**

**Twilight Years limited,** *114 Rawlinson Street, Barrow-in-Furness, Cumbria, LA14 2DG, 01229824342*

**Data protection officer: Michelle Geldart, 01229824342**

As part of any recruitment process we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use data and to meet our data protection obligations.

**What information does the Company collect?**

We collect a range of information about you. This includes

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration, including benefit entitlements;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
* information about your entitlement to work in the UK; and
* equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

We collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

We may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. We will only seek information from third parties once a job offer has been made to you and we will inform you we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

**Why does the Company process personal data?**

The Company needs to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, if we are required to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, we are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks

The organisation will not transfer your data outside the European Economic Area.

**How does the Company protect data?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long does the Company keep data?**

If your application for employment is unsuccessful and you agree to allow us to keep your personal data on file, we will hold your data on file for a further [6 months] for consideration for future employment opportunities. At the end of that period or once you withdraw your consent your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

**Your rights**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require the organisation to change incorrect or incomplete data;
* require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
* object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Michelle Geldart, twilightyear@btconnect.com

If you believe we have not complied with your data protection rights, you can complain to the Information Commissioner.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

**Automated decision-making**

Our Recruitment processes are not based solely on automated decision-making.