

Post Title & Ref No.:

**CLOSING DATE:**

PLEASE COMPLETE THIS FORM IN  
BLACK INK



Reg Charity Number 1062664  
Co.Reg Number 3370678

**APPLICATION FORM**

**PERSONAL DETAILS - This section will be detached prior to short-listing, which will be made on a fair basis in line with our equal opportunities policy.**

**SURNAME** (*block letters*):

Mr/Mrs/Miss/Ms \_\_\_\_\_

**FORENAME(S)** (*block letters*):

**Date of Birth:** \_\_\_\_\_

**ADDRESS** (*if this is a temporary address, please also give your usual home address*):

\_\_\_\_\_

**POSTCODE:**

\_\_\_\_\_

**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 convictions. 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. CROSSROADS - Caring for Carers follows a Code of Practice about the fair use of disclosure information, and a copy is available on request.

If you have no convictions please write NONE .....

If you do have any previous or outstanding convictions, details of the type of offence, date, sentence, fine etc. should be placed in a separate, sealed envelope which will subsequently be returned to you. It will only be opened if you are considered for the appointment. Such information will be completely confidential to the appointing panel. A criminal record will not necessarily be a bar to obtaining a position.

*I declare that the information set out on this sheet is true in all respects and that false information may render me liable for dismissal if I am appointed.*

**SIGNATURE:** ..... **Date:** .....

For office use: Closing date \_\_\_\_\_ Post: \_\_\_\_\_ Ref No: \_\_\_\_\_

TELEPHONE NO: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Do you have access to a vehicle? YES/NO

Do you hold a full driving licence? YES/NO

**PRESENT / LAST EMPLOYER**

Name and Address \_\_\_\_\_  
\_\_\_\_\_

Position: \_\_\_\_\_

Date Started \_\_\_\_\_ Date Finished (if applicable) \_\_\_\_\_

Grade/Salary scale \_\_\_\_\_ Period of Notice \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**SICKNESS AND ABSENCE**

How many occasions have you been absent from work during the last 2 years? \_\_\_\_\_

What is the total number of days absent? \_\_\_\_\_

How many days parental leave have you taken in the last 2 years? \_\_\_\_\_

Have you suffered any serious illness during the last 5 years? YES/NO

If yes, please give details: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Please start with FIRST job and ensure that any gaps in employment history are explained on a separate sheet of paper attached to the application form.

DATES From/To	EMPLOYER	POSITION	REASON FOR LEAVING	SALARY ON LEAVING

**REFERENCES**

Please give details of two people who can be contacted for a reference. These must not be relatives and one must include your present or most recent employer. It is our policy to obtain references prior to interview.

<u>EMPLOYER REFERENCE</u>	<u>OTHER REFERENCE</u>
NAME	NAME
ADDRESS	ADDRESS
OCCUPATION	OCCUPATION
TELEPHONE:	TELEPHONE:

**FURTHER INFORMATION**

Please tell us about yourself and why you would like to work for CROSSROADS - Caring for Carers. Include details of any relevant qualifications you hold and any experience you have that you could use in your work with CROSSROADS. This could be paid or voluntary employment and any personal experience you may have.

Please attach additional sheets if required.

I have attached \_\_\_\_ additional sheets (Indicate how many sheets you have attached)

I have attached information about regarding convictions: YES/NO

I declare that the information on this application form is true and accurate, to the best of my knowledge.

Signature ..... Date .....

If untrue or inaccurate information is recorded, any employment contract may be invalidated and the employee subject to disciplinary action or dismissal.

**THIS FORM SHOULD BE RETURNED TO:**  
**Rotherham Crossroads - Caring for Carers**  
**Unit 19, Riverside Development**  
**Eastwood Trading Estate,**  
**Rotherham S65 1SU**

JobDes/AppFm Ratified 9/11/05 revised 3/06. 2/07.01/08

**ROTHERHAM CROSSROADS - CARING FOR CARERS**  
**CHARITY REGISTRATION NUMBER 1062664**  
**COMPANY REGISTRATION NUMBER 3370678**

**EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE**

This organisation strives to be an Equal Opportunities employer and has a clear policy in terms of challenging discriminatory practices. In order, therefore, to have accurate information about our own performance we would be grateful if you could co-operate with us by completing this Monitoring Questionnaire and returning it with your application form. This questionnaire will not be seen by the recruitment panel. All information received will be treated in strict confidence. 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:** \_\_\_\_\_

**Where did you see this post advertised?** \_\_\_\_\_

**1 ETHNIC ORIGIN:**

**How would you describe your cultural or ethnic origin?**

*NB: Please note that ethnic origin is not a matter of nationality, right of abode in the UK, or the place of birth. (Tick one box only)*

- Asian or Asian British – Bangladeshi
- Asian or Asian British – Indian
- Asian or Asian British – Pakistani
- Asian or Asian British – Any Other Asian Background
- Black or Black British – African
- Black or Black British – Caribbean
- Black or Black British – Any Other Black Background
- Chinese
- Mixed – White and Asian
- Mixed – White and Black African
- Mixed – White and Black Caribbean
- Mixed – Any Other Mixed Background
- White – British
- White – Irish
- White – Any Other White Background
- Any Other
- Not Known/Not Provided

**2 GENDER :**            Female                Male           

**3 DISABILITY/IMPAIRMENT:**

Do you consider yourself to be a person with a disability/impairment as described by the Disability Discrimination Act 1995?

*ie Do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities?*            Yes             No

## **CARE ATTENDANTS' JOB DESCRIPTION**

**1. TITLE : CARE ATTENDANT**

**1.1 EMPLOYED BY:** Rotherham Crossroads Caring for Carers  
Board of Trustees

**1.2 RESPONSIBLE TO:** Manager

**2. OVERALL PURPOSE OF THE JOB:**

To provide help and relieve stress on:

- a. the carer of a person with a disability living in their own home in order to prevent a breakdown in care.
- b. a person with a disability who may live alone.

**3. PRINCIPAL DUTIES AND RESPONSIBILITIES**

**3.1** To provide a high quality service which will involve the provision of personal and social and domestic care as documented in the clients individual care plan.

**3.1.1** To respect the personal choice of lifestyles of Carers, people with care needs and colleagues, ensuring that equal opportunities principles are applied at all times.

**3.1.2** It is imperative that confidentiality is respected at all times.

**3.2 FAMILY/INDIVIDUAL RELATED TASKS:**

**3.2.1** Attend the homes of families/individuals and perform duties as specified by the Line Manager.

**3.2.2** Listen to the directions and requests of both the person with a disability and the carer and wherever possible perform the duties consistent with their own wishes.

**3.2.3 PERSONAL AND SOCIAL CARE TASKS:**

- a. Bathing in bed/bathroom/chair to include essential aspects of personal hygiene
  - Assistance with getting up and going to bed
  - Assistance with appliances (hearing aids, spectacles, artificial limbs, leg calipers).
  - Care of skin and hair, including assistance with shaving.
  - Care of pressure areas and prevention of sores.
  - Care of mouth and teeth, including dentures.

b. Assist in the management of continence of bladder and bowel

- c. Assist with dressing and undressing
- d. Assist with mobility and transfers, using correctly any specialised equipment provided.
- e. Assist with feeding.
- f. Administer only the medication as prescribed by a qualified medical practitioner under the direction of the Line Manager.
- g. Assist with the therapeutic programmes for rehabilitation and development as agreed with appropriate clinical professionals in liaison with the Line Manager.
- h. Provide a safe environment for those who need constant supervision and help
- i. Provide emotional support to the family as part of a caring team.
- j. Supervise the person with a disability outside the home as advised by the Line Manager, with written permission from the disabled person or responsible carer.
- k. Undertake other specialised care tasks as agreed by the Board of Trustees

#### **3.2.4 DOMESTIC TASKS:**

Some light domestic duties may be carried out as follows:

- a. making and changing the disabled person's bed
- b. essential laundering for the disabled person
- c. essential shopping (receipts must be obtained for all purchases)
- d. preparing meals and washing up
- e. essential cleaning (as documented in clients care plan)

### **3.3. ADMINISTRATION & TRAINING**

- 3.3.1** Participate in an induction programme, and attend ongoing in-service training determined by individual needs.
- 3.3.2** Undertake training for specialized care tasks as agreed by the Board of Trustees
- 3.3.3** Notify the Line Manager immediately of any change in availability to work.
- 3.3.4** Observe and report back promptly to the Line Manager any alteration in the family circumstances affecting the service provision.
- 3.3.5** Liaise regularly with the Line Manager and colleagues.
- 3.3.6** Provide flexible cover for colleagues in the event of holiday and sickness working as part of a caring team.
- 3.3.7** Attend regular meetings convened by the Line/Scheme Manager and/or Board of Trustees

**3.3.7** Complete and submit to the Line Manager signed weekly time sheets and  
**3.3.8** expense claims.

**3.3.9** Complete incident forms accurately, and submit promptly to the Line  
Manager.

**3.3.10** Maintain accurate records in clients care plans and submit completed records  
to the Line Manager.

#### **4 OTHER DUTIES**

**4.1** Undertake other duties as may reasonably be required by the Board of  
Trustees

**4.2** To undertake NVQ as required.

Revised 12/04 Ratified 9/11/05  
Revised 22/1/07

**D.2.1**

**ROTHERHAM CROSSROADS CARING FOR CARERS  
CHARITY REGISTRATION NUMBER 1062664  
COMPANY REGISTRATION NUMBER 3370678**

**PERSON SPECIFICATION**

**CARE ATTENDANT**

<b>Qualifications, Education, Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source of evidence</b>
NVQ level 2 in Direct Care or willingness to undergo appropriate training	/		App. Form
Willingness and ability to undertake any training deemed necessary/relevant to the post	/		App. Form + interview
<b>Experience and Skills</b>			
Previous experience in a Home Carer or similar role		/	App. Form + interview
Experience of undertaking a general caring role (in a paid or non paid capacity)		/	Interview
Knowledge of Home Care Service		/	Interview
Able to demonstrate basic skills in cash handling and budgeting (in a personal or work capacity)	/		Interview
Ability to communicate information in a clear and logical manner (oral & written) to a wide variety of people	/		App. Form + interview
Ability to clearly interpret oral or written information and instructions	/		App. Form + interview
Ability to work on own initiative, with a common sense attitude, dealing effectively with situations from basic to more complex	/		Interview
Awareness of food hygiene principles or willingness to undergo appropriate training	/		App. Form + interview
Ability to work effectively under pressure to meet set deadlines with the use of prioritisation skills	/		App. Form + interview
Willing to deal with sensitive personal care issues e.g. promotion of continence	/		Interview

<b>Personal Qualities</b>			
An understanding of and commitment to equal opportunities issues both within the workplace and the community in general	/		Interview

Conscientious, honest and reliable	/		App. Form + interview
Positive and constructive approach to team working	/		Interview
Able to demonstrate sensitivity, diplomacy and a caring attitude to the service user group	/		Interview
<b>Personal Circumstances</b>			
Criminal convictions check	/		Police Check
Able to work flexibly in terms of : <ul style="list-style-type: none"> <li>• hours worked</li> <li>• location of work</li> <li>• service user/caseload duties</li> </ul>	/		App. Form + interview
Willing and able to travel to service user's home	/		App. Form + interview
Use of a car	/		App Form + Interview
Telephone	/		App Form + Interview
<b>Physical Requirements</b>			
No serious health problem which is likely to impact upon job performance (that is one that cannot be accommodated by reasonable adjustments)	/		Medical Screening
Good sickness/attendance record in current/previous employment, college or school as appropriate (not including absences resulting from disability)	/		App. Form + Interview

**C.3.1**

**RECRUITMENT OF EX-OFFENDERS**

See also Section [D.8](#) – Disclosure (Criminal Records Checks) – Guidance Notes.

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Crossroads complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Crossroads is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, disability or offending background.

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

We actively promote 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 select all candidates for interview based on their skills, qualifications and experience.

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

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential, cover to a designated person within Crossroads, and we guarantee that this information is only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Crossroads to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Crossroads who are involved in the recruitment process have been suitably trained and have adequate support and guidance to enable them to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

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

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

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 you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.