



APPLICATION FOR EMPLOYMENT

IMPORTANT NOTES

Our decision to interview is based solely on the information you provide in this application form. CV's will not be considered. Please refer to the job description and person specification for the post and complete the form as fully as possible, continuing on separate sheets if necessary. Your application may be discounted if the form is not fully completed.

POST APPLIED FOR:	
How did you hear about this vacancy?	

PERSONAL DETAILS

Surname or Family Name:		Ms/Miss/Mrs/Mr/Other:	
Forename(s):			
Address:			
	Postcode:		
Telephone Home:		Telephone Mobile:	
Telephone Work (if we may contact you there):			
Email:			
National Insurance Number:			

ELIGIBILITY TO WORK IN THE UK

Legislation requires us to verify that any person selected for employment is eligible to work in the UK. All documents will be verified by UK Border Agency.

Are you eligible to work in the UK? (Please ✓ applicable box)	Yes:		No:	
Please detail below which type of document you hold to prove your right to work in the UK and when this expires (I.e. UK/EU Passport, National Identity Card, Residence Permit etc.).				
Document:		Expiry Date:		

VEHICLE

Do you hold a full UK/EU driving licence?	Yes:		No:	
Do you have access to a car for work?	Yes:		No:	

HOURS OF WORK

Which days and hours are you available to work?	

QUALIFICATIONS – Please refer to job description for minimum requirements for post

Please provide details of qualifications you hold and training you have undertaken which you consider relevant to this post (proof of qualification will be required if offered employment).

Description	Name of Establishment	Qualification	Date completed
e.g. NVQ Health & Social Care	Brookfield College	NVQ2	01/01/2009

CURRENT OR MOST RECENT EMPLOYMENT

Current or Most Recent Employer:					
Address:					
			Postcode:		
Nature of business:					
Position Held:				From:	To:
Salary:			Relevant Benefits:		
Period of notice required:					
Reason for leaving (or wanting to leave):					
Briefly describe your main duties and responsibilities:					

DISCIPLINARY ACTION

Have you ever been dismissed from a post because of misconduct, or resigned pending the resolution of disciplinary proceedings against you?	Yes:		No:	
If Yes, please provide details:				

EMPLOYMENT HISTORY

Please provide details of your **full** employment history (from when you first started working) including employment abroad. Any gaps in employment **must** be accounted for. Please use a continuation page if necessary.

Name and address of Employer	Period of Employment (give precise dates)	Position	Reason for Leaving

REFERENCES

Please give details of two referees who have been your **Manager/Supervisor** in a work capacity over the last three years. None of these should be a relative and at least one should be your current employer or if you are unemployed, your last employer.

Reference One

Name:	
Position:	
Company:	
Address:	
	Postcode:
Tel No:	
Fax No:	
Email:	

Reference Two

Name:	
Position:	
Company:	
Address:	
	Postcode:
Tel No:	
Fax No:	
Email:	

PERSONAL STATEMENT / REASON FOR APPLYING

This section asks you to write a general statement in support of your application and gives you an opportunity to present yourself. Please tell us how you believe your skills, experience and achievements match those we are looking for. When completing this section please refer closely to the Job Description and Person Specification - these should be the main points of reference when writing your statement. **We will assess your application to see if you give evidence that you meet or can achieve these requirements.**

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In not more than 200 words, please outline how you would work with an individual to maximise their independence and enable them to live as full a life as possible.

What interests/skills or hobbies do you have which you could share or develop with the individuals you support i.e. Cooking /football/walking/theatre etc.

CONFLICT OF INTEREST

Do you know, or are you related to any existing or prospective Welmede staff member, Board Member or Service User?	Yes:		No:	
If yes, please give details of the name(s) and relationship(s) below:				

HEALTH

A disability or health condition does not preclude full and fair consideration for this post; applications from suitably qualified/experienced people with disabilities are welcome. Any offer of employment is subject to satisfactory health clearance through Occupational Health.

How many days sickness absence have you had in the last 12 months? (or last 12 months of employment)	
If more than 10 days, please give brief details:	

HOLIDAYS

Do you have any upcoming holiday booked?	Yes:		No:	
If yes please state dates:				

REHABILITATION OF OFFENDERS ACT 1974(amended)

This post is exempt from the Rehabilitation of Offenders Act 1974(amended) and all convictions/cautions/police investigations, including driving offences, must be declared. We run an enhanced CRB Police Check on all successful applicants.

Do you have any spent or unspent convictions for criminal offences?	Yes:		No:	
If yes, please give details:				

DECLARATION

I declare that all the foregoing details given in this application are true to the best of my knowledge. I understand that if I have knowingly provided false or withheld material information, any offer of employment may be withdrawn or my employment terminated.

Signed:		Date:	
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Please ensure you have fully completed and signed this form before returning, marked 'Private & Confidential for the Attention of Personnel' to:
Welmede Housing Association, Byfleet House, 2 Guildford Road, Chertsey, Surrey. KT16 9BJ.
Please apply correct postage.

Unfortunately, due to the cost of postage and the high number of applications we receive we are not able to advise unsuccessful candidates that they have not been shortlisted. If you have not heard anything within six weeks following the closing date you should assume you were unsuccessful in your application.

EQUAL OPPORTUNITIES MONITORING FORM

POST APPLIED FOR:	
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Welmede aims to be an equal opportunities employer and selects staff solely on merit regardless of gender, race, nationality, ethnic origin, disability, age, marital status or sexual orientation. Because of this we monitor these aspects by asking you to complete this form when applying for a post. This sheet will be detached from the rest of your application form before short-listing and then only used for monitoring purposes. However, if you choose not to complete some or all of this form your application will not be affected in any way.

Are You: Male Female **Date of birth:** ____/____/____

Marital Status: Single / Co-habiting / Divorced / Married / Separated / Widowed (please circle)

Are You Disabled? Yes / No **Are you registered as Disabled?** Yes / No (please circle)

How would you describe your ethnic origin?

- Black: Asian/ SE Asian
- Black: African / Caribbean
- Black: British / European / Other
- White: British / European / Other
- White: Irish
- Mixed: _____ (please specify)
- Other: _____ (please specify)

Would you describe yourself as: Heterosexual / Bisexual / Lesbian or Gay / Rather not say (please circle)

Thank you for completing this form.

WELMEDE HOUSING ASSOCIATION

JOB DESCRIPTION

- JOB TITLE:** Support Worker (**Yoursupport**)
- REPORTS TO:** Applicable Line Manager for the Service
- LOCATION:** Flexible
- HOURS:** Flexible in line with support needs of individuals. Hours to include weekends, evenings waking nights and sleep-ins as required.
- JOB PURPOSE:** To carry out a range of tasks as part of a team, providing 24 hour personalised care and support which will promote the independence of individuals and enable them to live as full a life as possible.
- DIMENSIONS:** Provision of personalised care and support.

PRINCIPLE ACCOUNTABILITIES:

1. Provision of care and support to individuals.
2. Assisting with access to leisure activities and developing social networks.
3. Assisting the individuals with the management of their finances.
4. Supervision and administration of medication in line with current procedures as required.
5. Ensuring the health and safety of individuals is not compromised.
6. Maintaining accurate administrative records.
7. Ensuring your knowledge and skills are regularly reviewed and updated.

NATURE AND SCOPE:

You will deliver personalised support to individuals. Your role will be:

- To recognise and promote individuals' qualities, values and rights.
- To provide emotional, psychological support and personal care to individuals and monitor general health.
- To support individuals in gaining adequate information that enables them to make informed choices about their lives.
- To support and assist individuals to build social networks. You will encourage and enable individuals to establish links within the local community.
- To support and assist individuals to pursue leisure interests, social activities, education and employment, utilising the facilities of the local community
- To advise and assist individuals with the management of their finances.
- To assist with development and implementation of person centred plans as required.
- To promote the health and safety of individuals.
- To establish and maintain good liaison with individuals, their families and professionals from various organisations.
- To supervise / administer prescribed medication in line with current procedures and practices as required.
- To undertake cleaning/domestic duties in line with individual requirements.
- To maintain a high standard of recording and report writing as required, having strict regard to issues of confidentiality.
- To ensure the highest standards of professional practice in accordance with agreed policies, procedures and practice, inclusive of health and safety at work requirements.
- To actively participate in staff supervision, appraisals, team meetings and in meeting your self development needs.
- To carry out all duties in accordance with Welmede's Equal Opportunities Policy.
- To work in other services as required, providing a flexible and comprehensive programme of care and support to individuals.
- You will undertake any other duties necessary to this post as delegated by the Manager for the service.

PERSON SPECIFICATION – Support Worker (Yoursupport)

	ABILITIES	ESSENTIAL	DESIRABLE
1.	Able to communicate effectively and creatively with individuals and staff, both orally and in writing. Able to listen effectively.	•	
2.	Ability to provide support in line with the individual's person centred plan.	•	
3.	Able to relate positively and confidently with individuals and to work in a way that places the service user at the centre of all activity and decisions relating to the support provided.	•	
4.	Ability to work effectively both in a team environment and independently, demonstrating the ability to use your own initiative and make decisions based on individuals wishes.	•	
5.	Able to climb stairs.	•	
6.	Able to work flexible hours over a 24 hour period, including evenings, weekends, waking nights and sleep ins and on call as required.	•	
7.	Able to assess situations quickly and effectively and respond accordingly in an appropriate and sensitive manner.	•	
8.	Able to recognise the degree of importance of independence to each service user and to assist in the achievement of maximum independence within both their home environment and their local community. Ability to be open to an individual's rights and choices and preferences.	•	
9.	Willingness and ability to develop home making skills	•	

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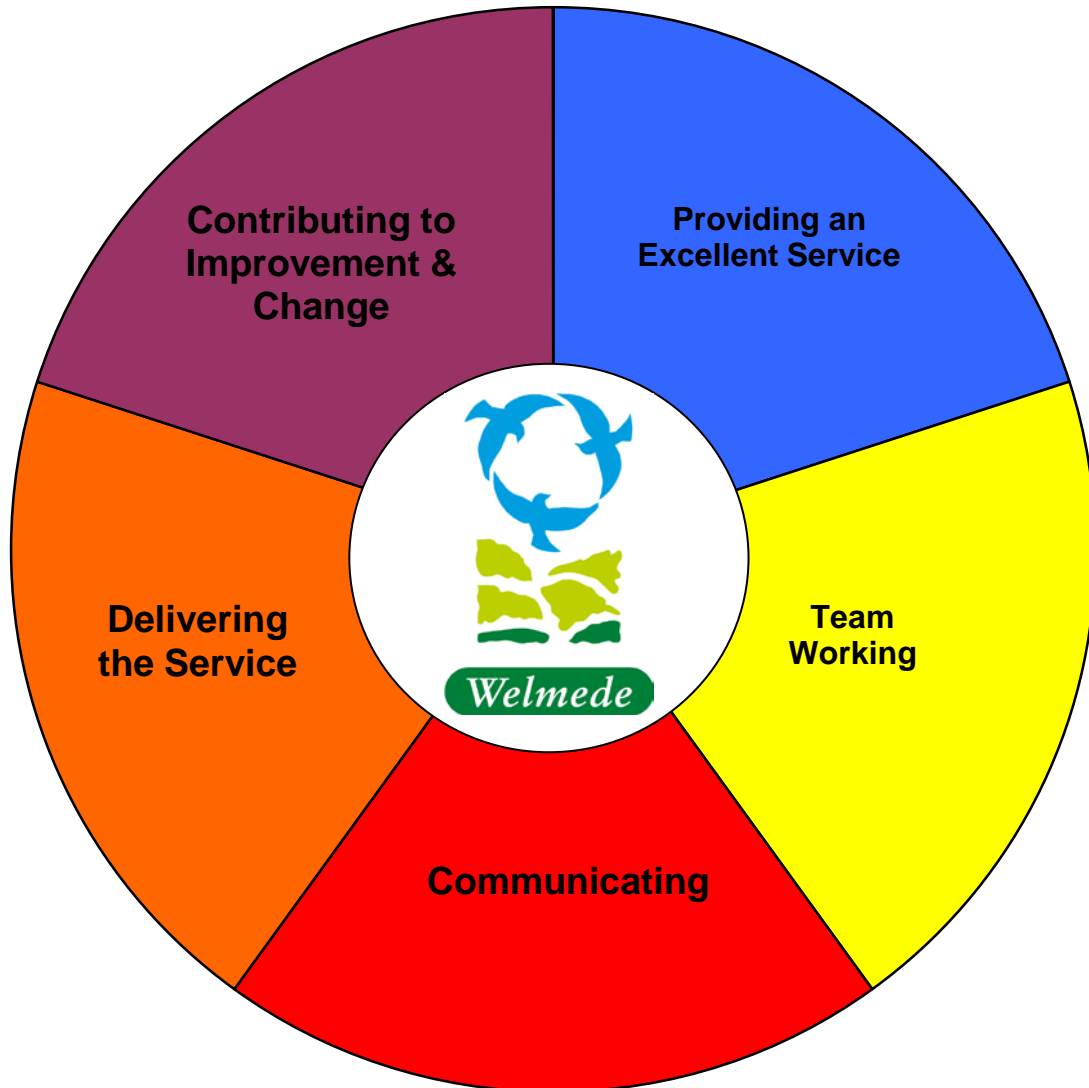
	EXPERIENCE	ESSENTIAL	DESIRABLE
10.	Experience of supporting or assisting people with learning disabilities and/or mental health needs with everyday living skills, i.e. personal care, emotional well-being.		•
11.	Experience of working with others outside of the care and support service, i.e. care managers, family, advocates.		•
12.	Experience of assisting people with personal finances.		•
13.	Experience of home making duties (i.e. cooking, cleaning).		•
	KNOWLEDGE & UNDERSTANDING	ESSENTIAL	DESIRABLE
14.	An awareness of housing and support issues facing adults with special needs.		•
15.	An understanding of and commitment to interagency working.		•
16.	An awareness of welfare rights and benefits.		•
17.	A commitment to equal opportunities and its application in services for people with additional support needs and an ability to be open to an individual's rights, choices and preferences.	•	
	QUALIFICATIONS	ESSENTIAL	DESIRABLE
18.	NVQ Level 2 in Care (or related NVQ)		•
19.	Ability to undertake NVQ level 2 in Care (or related NVQ)	•	
	OTHER REQUIREMENTS	ESSENTIAL	DESIRABLE
20.	Car driver and use of car for work purposes.		•
21.	Demonstrates a good attendance record. Applicants will be required to demonstrate that this can reasonably be achieved by them detailing their absence record including dates and reasons for each period of absence over the last two years and by completion of a medical questionnaire and assessment by Occupational Health. Account will be taken of the nature of absences such as one off medical complaints, pregnancy-related illness and DDA related illness.	•	

Staff Competencies

These are the competencies and behaviours that we require our Support Workers to demonstrate

Competencies	Description
<p>Delivering the service Takes a methodical approach to work, prioritises tasks effectively, and consistently meets deadlines in order to provide an excellent service.</p>	<ul style="list-style-type: none"> • Plans ahead, organises work in advance • Involves line manager/colleagues in setting and meeting targets • Reorganises work when necessary • Sees tasks through to completion whenever possible • Seeks help if workload becomes unmanageable • Uses initiative to report issues that arise that impact on others
<p>Improvement & Change Demonstrates a positive attitude to change and contributes to new ideas and improved ways of working. Looks continually to improve service</p>	<ul style="list-style-type: none"> • Is prepared to try new things & feed back results • Understands that changes are needed if things are to be improved • Finds new and creative ways of doing things better • Actively seeks to develop own skills and knowledge • Learns from mistakes & welcomes constructive feedback
<p>Providing an excellent service Maintains a professional approach and presents a positive image when representing self, service and Welmede. Makes every effort to ensure the experience people have of Welmede is positive and productive.</p>	<ul style="list-style-type: none"> • Recognises the importance of providing high standards of service • Is committed to providing an excellent service to all the people who use Welmede's services • Understands the links between own professionalism and the possible impact on the Welmede's image • Has a professional attitude that sets an example to colleagues • Takes pride in own work and that of colleagues • Is respectful, courteous and helpful at all times
<p>Team Working Works well with colleagues inside and outside the team. Looks beyond boundaries of own job to support others, sharing knowledge and contributing to a positive team spirit</p>	<ul style="list-style-type: none"> • Reacts constructively to others' suggestions and requests • Recognises potential value of others' opinions and actively seeks their contributions • Asks for help when necessary • Actively seeks to help others • Is aware of the impact of own behaviour on others
<p>Communicating Communicates appropriately, openly and effectively</p>	<ul style="list-style-type: none"> • Adapts content and style to help others understand • Makes sure that people are regularly informed • Uses appropriate language, gestures and tone when talking with others • Checks others have understood & seeks advice when necessary • Actively seeks to improve all forms of communication with others • Communicates professionally by using formal channels appropriate to the situation

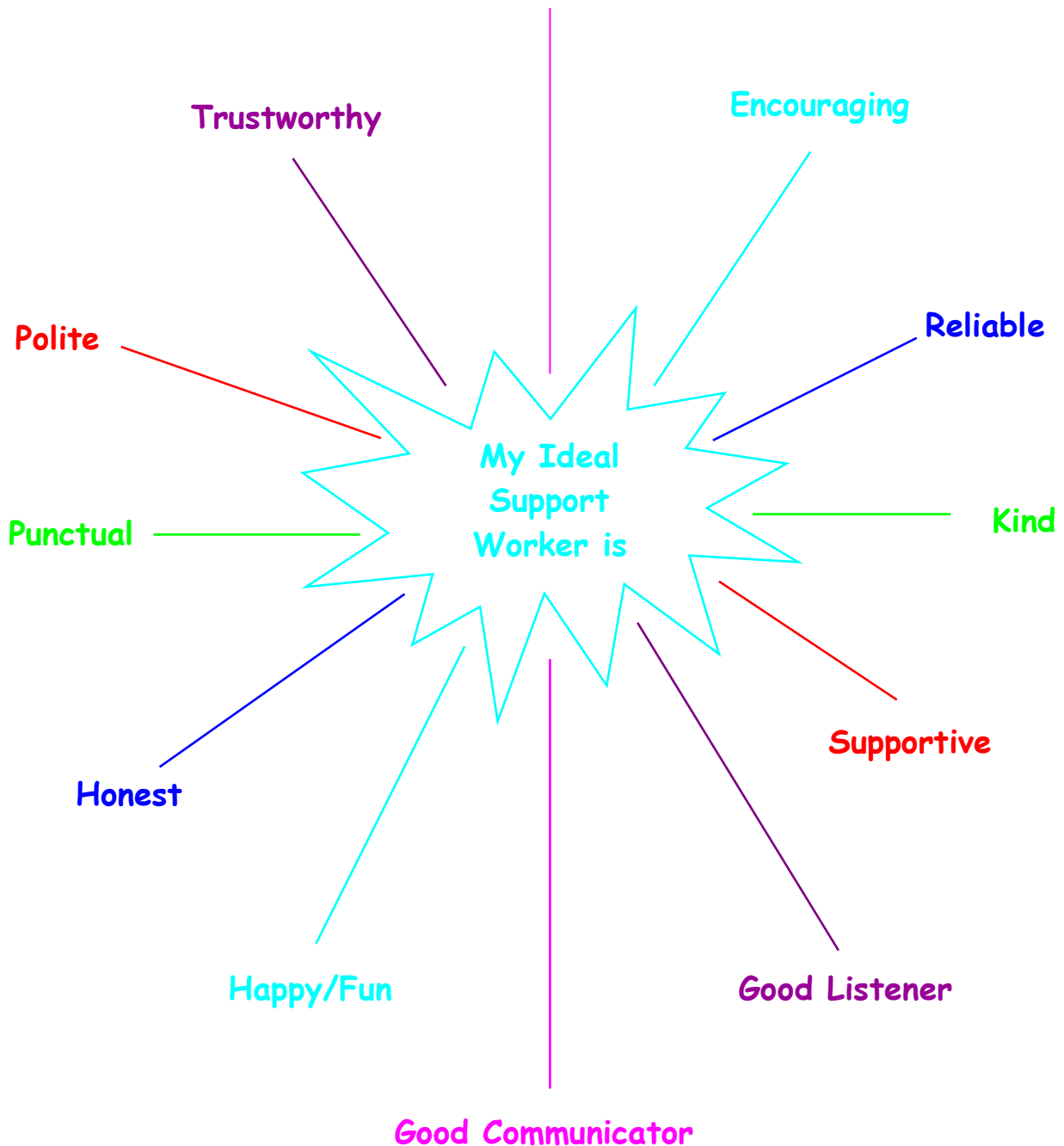
Competency Framework



Staff without line management responsibility



Understanding



The above list of qualities a Support Worker should have was put together by Service Users at the 2008 Service User Day.