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WOODLANDS
QUAKER HOME & SHELTERED
HOUSING FOR OLDER PEOPLE
434 PENN ROAD, PENN
WOLVERHAMPTON WV4 4DH

Manager- Beverley Price

Thank you for your interest in the post of **Care Assistant/ Bank Care Assistant**

Woodlands Quaker Home is a charitable organisation and in order for us to use our resources as effectively as possible we have had to take the difficult decision not to contact candidates whose applications are unsuccessful and therefore, if you do not hear from us within 3 weeks of you sending in your application then please be advised that we have been unable to shortlist your application on this occasion.

WOODLANDS QUAKER HOME

434 Penn Road, Penn
Wolverhampton
WV4 4DH
Tel: 01902 341203
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APPLICATION FORM FOR EMPLOYMENT

Post applied for:

Where did you see the post advertised?

PERSONAL DETAILS	
Please complete in block capitals	
Surname:	National Insurance No:
First Names:	
Address:	Telephone - Home:
	- Mobile:
Post Code:	Email Address -

EDUCATION, TRAINING and MAJOR COURSES ATTENDED			
Proof of qualifications may be requested if appointed			
University / College / School / Placement	Dates from / to	Part time or Full time	Qualifications gained with Grade / Class

PROFESSIONAL and OTHER QUALIFICATIONS or MEMBERSHIPS
Please give details and dates attained. Include vocational or professional training where no formal qualification has been attained. Proof may be requested if appointed.

PRESENT (OR MOST RECENT) EMPLOYMENT

Employer: _____ Job Title: _____
 Employer's Address: _____ Department: _____
 Present Salary / Wage: _____
 Other benefits: _____
 Date employed - from _____
 - to (if applicable) _____

Reason for leaving, or seeking to leave your current (or most recent) post:

Brief description of current duties and responsibilities, including recent achievements:

PREVIOUS APPOINTMENTS

Please put most recent appointments first/Please give reasons for any gaps in employment

Employer and Location	Job Title	Dates from / to	Final salary	Reason for leaving

WHY ARE YOU APPLYING FOR THIS POST?

Please explain how your experience, knowledge and skills match those required by the Woodlands' job description and person specification (Continue on a separate sheet if necessary).

Why is the job of interest to you?

MISCELLANEOUS

Do you own a car? Yes [] No []

Do you hold a clean / valid driving licence? Yes [] No []

If no, please give details:

Please give details of special achievements, voluntary / community work and any other activities:

REFERENCES

Please name two people, not relatives, whom we may contact, one of which should be your present / last employer:

Name:

Address:

Post Code:

Telephone no.

Occupation:

email address:

If you do not wish this referee to be contacted prior to interview, please tick here: []

Name:

Address:

Post Code:

Telephone no.

Occupation:

email address:

If you do not wish this referee to be contacted prior to interview, please tick here: []

STATEMENT and DECLARATIONS

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 Act 1974 (exemption) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions act, and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the Management Committee. Any information given will be completely confidential and will be considered only in relation to an application for a position to which this order applies.

Have you ever had any convictions or disciplinary investigations resulting in a caution, reprimand or warning?

Yes [] No []

If Yes, please give details:

Successful applicants are subject to checks from the Disclosure and Barring Service.

PERMISSION TO WORK IN THE UK

Employers need to know if it is legal for you to work in the UK. You will need to show proof of your right to work.

Do you need permission to work in the UK? Yes [] No []

NOTICE PERIOD

What period of notice do you have to give your present employer?

What is the earliest date you could commence post?

I certify that to the best of my knowledge the information given is correct (failure to give relevant information or providing false information may lead to instant dismissal).

Applicant's Signature

Date

Office Use:

To ensure our equal opportunities policy is effective we need to monitor people applying for and starting jobs with Woodlands Quaker Home.

The information on this questionnaire is for monitoring purposes only and is not made available to the interview panel. This is to ensure that only your abilities, experience, training and qualifications are considered.

WOODLANDS QUAKER HOME

EQUALITIES MONITORING QUESTIONNAIRE

Name

1. Do you consider yourself? Please tick in one section (a), (b), (c) or (d).

1(a) WHITE

British []

Irish []

Any other Mixed background

1(b) MIXED

White + Black Caribbean []

White + Black African []

White + Asian []

Any other Mixed background []

1(c) ASIAN or ASIAN BRITISH

Indian []

Pakistani []

Bangladeshi []

Any other Asian background []

1(d) BLACK or BLACK BRITISH

Caribbean []

African []

Any other Black background []

2 Do you consider yourself to have a disability?

Yes []

No []

3 Are You?

Male []

Female []

4 Are You?

Under 20 []

20-30 []

30-40 []

40-50 []

50-60 []

60 + []

WOODLANDS QUAKER HOME

Job Description

Job Title

Care Assistant

Responsible to:

Woodlands Manager/ Deputy Care Manager or the person deputising

Purpose of Position:

1. To share with other staff in meeting the personal care needs of residents in a way that respects the dignity of the individual and promotes independence.
2. To help in the care of the residents physical environment and in the general day to day activities of the Home.

Principle Responsibilities

1. Assist residents who need help with dressing, undressing, bathing and the toilet.
2. To help in the care of the residents who are dying, to support them and their relatives.
3. Help residents with mobility problems and other physical disabilities, including incontinence and help in the use and care of aids and personal equipment.
4. Care for residents who need minor dressings and or need to be cared for in bed.
5. Help in the promotion of mental and physical activity of residents through talking to them, taking them out, sharing with them in activities such as reading, writing, hobbies and recreation and visiting when in hospital.
6. Make and change beds, tidy rooms, empty commodes and do household cleaning.
7. Launder and sluice household linen and residents clothing and mend as necessary.
8. Set tables and trays, serve meals, feed residents who need help, assist in the preparation of meals, wash up, tidy and clear the dining room, observe proper standards of hygiene as laid down in the Health and Safety legislation.
9. Answer bells in the Home and answer the door and telephone, greet visitors.
On certain occasions at the direction the Care Management team assist with calls to the Paddock Flats.
10. Undergo training and help with the training of junior and new staff, read and write reports, be involved with Keyworking and residents reviews and care plans, take part in staff training and residents meetings.
11. To attend individual/group supervisions and individual annual appraisals.
12. Undergo fire drill and assist residents in the event of fire.
13. To comply with all policies, procedures and protocols relating to infection prevention and control at all times.

General

The duties listed above are intended to represent the range of duties it is expected that a Care Assistant may reasonably be expected to undertake. It is not seen as a comprehensive list and demands from the staff, flexibility and adaptability in their approach to the job. The Job Description is subject to review and may be amended accordingly to the need and development of the Home.