



Thank you for requesting an application to join 24/7 Care2Care as a domiciliary care worker.

It is the aim of 24/7 Care2care ltd to deliver a service of personal care and associated domestic services to meet the needs of dependent clients ("Service Users") in their own (home) environment. This will be achieved by promoting a standard of excellence which embraces fundamental principles of Good Care Practice that is witnessed and evaluated through the practice, conduct and control of quality care in the domestic environment.

- Provide high quality flexible, personalised services with an outcome-based approach, providing service users real choice and control.
- Provide support chosen by the preferences of the service user regardless of race, colour or creed.
- Ensure that the support is provided based on a thorough agreed assessment of each individual's flexible perceived goals and outcomes.
- Work in partnership with service users' families, and other members of the multidisciplinary health professional team.
- Support staff with the provision of services with privacy dignity and respect.
- Embrace and encourage feedback from our service users in order to ensure the service provided is of the highest quality.
- Deliver services with staff suitably trained and assessed as competent to carry out their duties.
- Promote staff to treat each other with respect, professionalism and consideration.
- Empower staff and service users to take responsibility for their own health and wellbeing by providing information to enable choices.
- Continually improve the quality of our service by listening to service users, staff and by learning from what we do.
- Take responsibility and are accountable for our own actions

To become a qualified carer you will need to complete the Care Certificate training which is a national qualification introduced on the 1st April 2015 and without this you are not allowed to work as a carer. Once you have achieved this qualification you can work as an adult social care worker in any setting within the country. We also encourage and support all our staff to undertake care qualifications and ongoing training. We pay a very good rate of pay and also a tax free mileage allowance and paid travel time between your care calls.

As a carer you will have to have a satisfactory DBS check (Police check) prior to starting to work for us. The cost for this is £60 which we ask you to pay prior to us sending off the DBS form and this is so that we can start your practical training working with our clients once we have the DBS check back. We will credit the whole £60 back to you when you once you have worked with us for 6 months.

Please read the Job Description and fill in the application form as completely as possible, making sure you have signed the agreement at the end, and return it to us at the above address. The information you provide will be treated confidentially and will only be seen by our management team who will consider your application carefully and determine whether you will be asked for an interview.



PERSONAL DETAILS

Surname	Title	Are you over 18?
Forename(s)		Allowed to work in the UK? YES / NO
Maiden name		Work permit details (if applicable)
Address		
		Next of Kin (Name/Relationship/Address/Tel No)
Postcode		
Tel No		
Mob No		GP (Name/Address/Tel No)
Email		
National Insurance No		

DRIVING RECORD

PLEASE NOTE you will need to have business insurance cover for driving between clients' homes and for taking clients out in your own car. This is easy to set up by contacting your insurance company. You will need to provide us with a copy of your insurance policy showing business cover.

Do you have a current full driving license?	YES		NO	
Do you have regular access to a car	YES		NO	
Would you be happy to take clients out in your own car?	YES		NO	
Do you have business cover on your car insurance policy?	YES		NO	
Do you have any penalty points on your current driving license?	YES		NO	
Have you ever been disqualified from driving or had insurance refused?	YES		NO	

If you have answered yes to the last two questions please provide details

EDUCATION

Name(s) of senior school attended	FROM/TO	Qualifications Obtained
Name(s) of college attended	FROM/TO	Qualifications Obtained

Please list any other qualifications and training you have achieved. (Include dates)



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EMPLOYMENT

Current or most recent employer:

Name
Address
Occupation/position held
Dates Employed
Description of Duties
Reason for leaving

Please list all other jobs or occupations you have had. Continue on a separate sheet if necessary. We need to see a continuous work history. If you have had a period when you were not working for example, studying or raising a family, please include this with dates.

Make sure you have provided an explanation for any gaps:

Name
Address
Occupation/position held
Dates Employed
Description of Duties
Reason for leaving

Name
Address
Occupation/position held
Dates Employed
Description of Duties
Reason for leaving

Name
Address
Occupation/position held
Dates Employed
Description of Duties



Reason for leaving

Name
Address
Occupation/position held
Dates Employed
Description of Duties
Reason for leaving

Name
Address
Occupation/position held
Dates Employed
Description of Duties
Reason for leaving

WORKING HOURS

Our working hours are 7am through to 10.30pm Monday through to Sunday and there are often sleeping or waking nights available as well. Our busy times are early mornings, evenings and weekends and you will need to be able to work regularly at some of these times in order to be a domiciliary carer.

How many hours a week would you ideally want to work. (If unsure state full time or part time)	
From time to time we expect you to pick up work at short notice within your agreed availability. Will this be a problem for you?	YES /NO
When would you be available to start work from?	
How much notice do you need to give your current employer?	

Please give details of any other work you will continue to undertake if you are offered the job position.

Please provide details of any future holidays or time off that you have already committed to.

DISCLOSURE AND BARRING SERVICE CHECK

A police check will be carried out on all applicants offered a position with Radfield Home Care.

Failure to disclose convictions may lead to dismissal. Any information supplied by yourself will be treated in strict confidence and will be considered only in relation to the job application.

This post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. This means that you must tell us of all:

Convictions, cautions, reprimands, warnings & bind-overs including offences which are normally considered 'spent'.

Do you have any of the above? **YES / NO**

If **YES** please provide details of the offence(s) and relevant dates below.

REFERENCES

All offers of employment are made subject to satisfactory references and you need to supply details of at least two referees. If you have worked in care before then you must put this employer down as a referee. If you can provide more than 2 referees we may be able to start you working more quickly.

Referee 1 must be your present or most recent employer.

Referee 2 should ideally be from a previous employer but if this is not possible then from a colleague /tutor/supervisor or an upstanding member of the community e.g. teacher, nurse, doctor, vicar who is able to comment on your ability to undertake the role of home carer. It must **not** be from a friend or family member. If you have worked in care before but the care company is not listed as referee 1 you need to list your most recent care employer as referee 2.

Referee 3 can be a character reference from a colleague /tutor/supervisor or an upstanding member of the community e.g. teacher, nurse, doctor, vicar or a long term family friend who is able to comment on your ability to undertake the role of home carer.

Referee 4 can be a character reference from a colleague /tutor/supervisor or an upstanding member of the community e.g. teacher, nurse, doctor, vicar or a long term family friend who is able to comment on your ability to undertake the role of home carer.

Referee 3 and 4 will only be contacted if we cannot get a reference back from Referees 1 and 2.

In order to process your application quickly may we contact your referees immediately? YES / NO

REFEREE 1: MOST RECENT EMPLOYER

REFEREE 2: PREVIOUS EMPLOYER

Title: Name	Title: Name
Job Title	Job Title
Relationship to Applicant	Relationship to Applicant
Address	Address
Tel No	Tel No
Email	Email

REFEREE 3: CHARACTER REFERENCE

REFEREE 4: CHARACTER REFERENCE

Title: Name	Title: Name
Job Title	Job Title
Relationship to Applicant	Relationship to Applicant
Address	Address
Tel No	Tel No
Email	Email

DECLARATION

Please read carefully to make sure you have filled in everything correctly then sign and date your application.

I confirm that the information I have provided is correct to the best of my knowledge and that I have not withheld any information that could influence my application. I confirm that I have read and understood the job description and believe that with training I will be able to perform the duties of a home carer. I give my permission for 24/7 Care2Care Ltd to contact my referees.



Unit S7, Boleyn House, 776-779 barking Road, Plaistow E13 9PJ

Applicants Signature.....

Date.....

Please return this form to your local branch :