



Application Form

Position Applied for : Reference Number :

Please tell us how you heard about this vacancy :

Please complete this form legibly and return it on or before the closing date specified in the advertisement. Late applications will not be considered. **ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL.** Curriculum vitae will not be accepted. Candidates must outline clearly how their qualifications and experience meet both the essential and preferred requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

Section one - Personal Details

Title: Mr / Mrs / Miss (other) : Address :

Surname :

Forenames : Post code :

Date of Birth : National Insurance Number :

Email Address : Telephone Number Home :

Telephone Number Mobile : Telephone Number Work :

Do you have the right to work in the UK? YES NO

Note: the company will require proof of this right before an offer of employment can be confirmed – e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996

Do you hold a full, clean driving license valid in the UK? YES NO

If no, please give details :

Do you own a car or have access to one ? YES NO

You will be responsible for ensuring that you have the necessary vehicle insurance For use on business (if relevant to post)

Have you previously been invited for an interview with, or employed by, Castle Care ltd. ? YES NO



Application Form

Section Two - Education / Qualifications

School	Study Dates	Qualifications & Grades

College / University	Study Dates	Qualifications & Grades

Training & Development — Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details

Current Membership of any Professional Body/Organisation

Please give details;



Application Form

Section 3 Three - Employment History

Please list chronologically, starting with current or last employer, include any previous experience (paid or unpaid).

Name and Address Of Employer	From - To	Job Title Job Function / Responsibility	Final Salary Reason for Leaving

Continue on separate sheet if necessary

Please state any periods of absence over the last 12 months giving number of days lost and reasons for each :

Notice Period (current employer) or Leaving Date (if no longer employed):



Application Form

Section Four - Information in Support of Application

Skills, abilities and experience
Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used.



Application Form

Section Five - Disability Discrimination Act 1995

The Disability Discrimination Act 1995 protects people with disabilities from unlawful discrimination. We welcome applications from people with disabilities. The DDA defines a disabled person as 'someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities'

Using this definition, would you consider yourself to be disabled? Yes No

If yes, do you require any special arrangements to be made to assist you is called for interview?
Please provide details:

Section Five - Criminal Records Deceleration

Upon offer of employment we reserve the right to request a Criminal Records Bureau. Note that the post you have applied for is excepted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? YES NO

Please give details of offences, penalties, cautions, reprimands, final warning and allegations with dates

Date	Details

Are you aware of any pending police enquiries undertaken, following allegations made against you which may have a bearing on your suitability for this post? YES NO

Please provide details :



Application Form

Section Six - References

Please give the details of two work related referees, including your current or most recent post (if applicable).
 Referees will not be contacted without your prior approval.
 (If you are unable to do this, please clearly outline who your referees are).

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone No.:	Telephone No.:
E - Mail :	E - Mail :
Nature of Relationship:	Nature of Relationship:

We reserve the right to contact any of your other previous employers within the last three years.



Application Form

Section Seven - Declaration

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that Castle care Specialist Services ltd can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

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Signed: Date:

Name (Block Capitals) :

Submitting Your Application

By Hand or Post:
Deputy Manager - Tina George
Castle Care Ltd
162 Cardiff Road
Aberaman
Aberdare
Rhondda Cynon Taff
CF44 6UY

Enquiries:
Telephone: 01685 873 334
E- mail : castlecareltd@aol.com

Candidates selected for interview will normally be notified within four weeks of the closing date.
If you return this form by email, you will be asked to sign your application at interview

For office use only

Date received:

Received by (initials)



Application Form

Job Description

ROLE	Support Worker
SALARY SCALE	Starting at £6.10 (depends on experience and qualification).
WORKING ARRANGEMENTS	Flexible dependant on the needs of the service. Hours will be 'operational' and as such will be roistered to cover the needs of the service
REPORTING TO	Registered Manager / Deputy Manager / Senior Support Worker
CONDITIONNS OF SERVICE	Castle Care Specialist Services ltd. Terms and Conditions of Employment
JOB SUMMARY	<ul style="list-style-type: none"> • Provide direct support to residents in line with their individual care plans and activities. • Assist the Registered Manager and Deputy Manager in the day to day running of the care home and take instructions from both. • Update the Deputy or the Registered Manager with any issues. • Ensure that all shift paperwork is completed and available to the Deputy/ Registered Manager • Contribute to development residents by supporting them with a consistent model of care and in line with their individual care plan. • Support other members of the team in their work • Support the individual in learning/developing skills in communication, domestic tasks, personal care, social situations. • Ensure emotional/psychological needs are supported and monitored.
QUALIFICATIONS TRAINING AND EXPERIENCE	Must have or willing to work towards an NVQ Level 2 (or equivalent QCF Diploma) in health Social Care / Promoting independence and willing to achieve level 3. Must be able to demonstrate a level of competence gained whilst working in a service providing support to individuals with learning disabilities, autism and / or mental health.
HEALTH AND SAFETY	To demonstrate a personal commitment in relation to the uptake and adherence to the information, instruction, training and supervision provided by the Company. So far as it is reasonable practicable, ensure health, safety, and well being of the residents, staff team and visitors is taken Care of. All employees have a statutory duty of care for their own personal health and safety and that of others who may be affected by their actions or omissions. Employees are required to cooperate with management to enable Castle Care to meet its own legal duties and report any situations or defective equipment.