

SUPPORTED LIVING

EMPLOYMENT APPLICATION FORM

POST: Support Worker / Team Leader
/ Asst Manager (please circle)

Full Time

Part Time

Nights only

Casual / Relief

Please return form to:

The Manager
'The Office' Smokey Farm
Smokey Lane
Crothorne
Worcestershire
WR10 3NF
Email : info@corransupport.com
Tel: 07593 011406 or 07818 822979

PERSONAL DETAILS:

NAME IN FULL. MR/MRS/MISS/MS

PREVIOUS SURNAMES.

ADDRESS :

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EMAIL ADDRESS:

HOME TELEPHONE NUMBER:

MOBILE TELEPHONE NUMBER:.....

Please complete the following pages in full to support your application.

Education:

General Education from 16yrs : (G.C.S.E's etc.)

| Subject | Grade | Year Obtained |
|---------|-------|---------------|
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Further Education: (College courses, diplomas etc.)

| Subject | Grade | Year Obtained |
|---------|-------|---------------|
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Present Employment:

Position Held: From:

Name & Address of present employer:

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Postcode:

Why are you looking for a new position?

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Employment History:

Please supply a full employment history, since leaving full time education: (please use additional sheet if required)

| Company Name & Address | Position Held | Date From | Date To | Reason for Leaving |
|------------------------|---------------|-----------|---------|--------------------|
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Are there any gaps in your employment history? YES / NO

If YES please explain why:

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JOB SUMMARY

To provide support to adult service users who have complex needs, including learning disabilities, challenging behaviour, autistic spectrum conditions, mental health needs and health conditions such as epilepsy. To be part of a team that delivers a high quality service that helps individuals to lead fulfilling lives. You may be required to work in conjunction with one other staff member or independently, to suit the needs of the services and individuals. Your role will involve driving a service vehicle to enable individuals to carry out activities in the community, and will involve assisting the individuals with their personal care, domestic tasks and activities around the farm. You must be able to work with all service users and staff members, to meet the needs of individuals and the organisation as a whole.

MAIN DUTIES AND RESPONSIBILITIES

- To assist in the promotion of valued roles for service users - promoting choice, presence in the community, social networks, reputation and image, developing skills and enhancing experiences.
- To take the lead, and be ACTIVELY involved, during activities both within individuals' homes and in the community.
- To ACTIVELY ENGAGE in Intensive Interaction practice and video capture (with appropriate consents for individuals) throughout all service delivery. To participate in initial training and continuing professional development, including mentoring, in respect of Intensive Interaction – this will include being videoed and carrying out video evaluations on a regular basis.
- To assist in supporting service users in their day to day living, including assisting with their personal care, for example toileting, medication administration or food preparation.
- To undertake domestic tasks to support the service users and their environment, such as washing up and cleaning tasks.
- To ACTIVELY support service users in activities, both within individuals' homes and within the community. Many activities will be 'outdoor' activities and will require physical participation, for example activities around the farm – basic woodwork, animal care, gardening and general maintenance tasks to meet service user needs. Frequently, activities may involve getting dirty or wet! depending on the weather and ground conditions - e.g. animal care tasks in the rain, or digging in the allotment.
- To develop and maintain good relationships with service users, their families and professionals involved with the service users, and to act as a key worker for service users as required (For QCF Level 3 qualified staff).
- To ensure that confidentiality is respected.
- To work as part of a team and contribute to individual planning, and service evaluation and development.
- To adhere to all policies, procedures and guidelines, including those associated with Health & Safety, Behaviour Support and Management and service users' communication programmes.
- To complete documentation, for example behaviour monitoring forms, incident forms and seizure records.
- Where required, to drive the service vehicle to facilitate community activities (or in your own vehicle if under 25 yrs).
- To be responsible for personal development through both mandatory and optional training, which may include part time study via online training provider.
- To work days and hours that will be mutually agreed between management and yourself, which may include some bank holidays, evenings or nights to meet service user need. This will include working at weekends on a rota basis.

- To ensure that respect and commitment to equality is always practiced in relation to both service users and other staff.
- To adhere to the General Social Care Council's Codes of Practice for Social Care Workers.

The preceding duties are neither exhaustive nor exclusive and you may be required by the manager to carry out other duties which are deemed necessary and fall within the scope of the post.

To support your application: (Please continue on a separate sheet, if required)

Why does the position offered appeal to you?

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What makes you suitable for the post?

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Do you have any experience (employment or personal) in supporting individuals with Autism, learning disabilities, or mental health conditions ? and what is your understanding of Autistic Spectrum Condition ?

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What do you like to do in your spare time?

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Anything else that may support your application?

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THE FOLLOWING INFORMATION MUST BE COMPLETED IN ALL CASES.

DO YOU HAVE A CURRENT, FULL DRIVING LICENCE? **YES / NO**

IF YES, HAVE YOU ANY ENDORSEMENTS ON YOUR LICENCE, OTHER THAN
FIXED PENALTY POINTS FOR SPEEDING? **YES / NO**

WOULD YOU BE WILLING TO PROVIDE DETAILS OF YOUR G.P., FOR US TO
OBTAIN RELEVANT MEDICAL INFORMATION, IF NECESSARY? **YES / NO**

DO YOU HAVE ANY RELATIONSHIP WITH ANOTHER STAFF MEMBER? E.G.
RELATIVE, PARTNER, HOUSE SHARE ETC. **YES / NO**

THIS POST IS EXEMPT FROM SECTION 4 (2) OF THE REHABILITATION OF
OFFENDERS ACT 1974 . ALL CONVICTIONS INCLUDING THOSE NORMALLY
REGARDED AS 'SPENT' MUST BE DISCLOSED. THIS INFORMATION WILL BE
HELD IN THE STRICTEST OF CONFIDENCE.

DO YOU HAVE ANY CRIMINAL CONVICTIONS? **YES / NO**

IF **YES** GIVE DETAILS BELOW:

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References:

References will only be asked for if you are offered a position and upon your confirmation in writing of acceptance.

Employers Reference:

It is expected that this reference will be your present employer. If you are currently unemployed, please use your previous employer as the referee.

Referee's Name:

Referee's Position:

Full address including post code:

.....Post code:

Email address:

Telephone number:

Personal Reference:

It is expected this referee will be able to provide credible comment on your ability to do the job on offer.

Referee's Name:

Full address including post code:

..... Post code:.....

Email address:

Telephone number:

I DECLARE THAT THE INFORMATION CONTAINED IN THIS FORM IS TRUE AND COMPLETE. I UNDERSTAND THAT THE APPOINTMENT, IF OFFERED, WILL BE SUBJECT TO THE INFORMATION GIVEN ON THIS FORM BEING CORRECT, AND THAT CANVASSING WILL DISQUALIFY MY APPLICATION. I ALSO UNDERSTAND THAT THE APPOINTMENT WILL BE SUBJECT TO SATISFACTORY REFERENCES, DBS CHECKS AND MEDICAL CLEARANCE.

SIGNED : **DATE :**

PRINT NAME: