

Progress Business Centre, Unit 2
Whittle Park Way, Bath Road, Slough, SL1 6DQ
Tel: 01628 600 412 Fax: 01628 663 520
hr@comfortcareservices.com

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|------------------------------|
| Strictly Confidential |
|------------------------------|

The details provided on this form must be correct. Please complete the application form in full using black ink in capital letters.

| |
|---------------------------------|
| Position(s) applied for: |
|---------------------------------|

| |
|-------------------------|
| Personal Details |
|-------------------------|

| | |
|--|-----------------|
| Title: | First Name: |
| Surname: | Other Name(s): |
| Previous Surname (if any): | Date of Change: |
| Current address: | |
| Town: | Home tel no: |
| Postcode: | Mobile no: |
| Date of birth: | |
| National insurance No: | Email Address: |
| Lived at present address since: | |
| Do you hold a full clean driving licence? | Yes/No |
| If no, please give details of any driving convictions: | |

Please give details of present employment

| |
|---|
| Present employment (if unemployed give details of last employer) |
|---|

| | |
|--|---------------------|
| Company name: | |
| Address: | |
| Date of appointment: | To: |
| Job Title: | |
| Brief description of responsibilities: | |
| Notice Required: | Reason for leaving: |

**PLEASE LIST ALL PREVIOUS EMPLOYMENT CONFIRMING ANY GAPS BETWEEN JOBS
 (Please use additional sheet provided)**

Previous Employment

Company name:

Address:

Start date:

End date:

Job title:

Brief description of responsibilities:

Reason for leaving:

Previous employment

Company name:

Address:

Start date:

End date:

Job title:

Brief description of responsibilities:

Reason for leaving:

Previous employment

Company name:

Address:

Start date:

End date:

Job title:

Brief description of responsibilities:

Reason for leaving:

| Secondary Education | | | | |
|---|--------------------|---------|-------|---------------------|
| Qualifications | | | | |
| School/College (give dates attended) | Level e.g. GCSE | Subject | Grade | Date taken mm/yy |
| | | | | |

| Further Education | | | |
|---|-------------------|----------------|-----------------------|
| Qualifications (include those to be taken) | | | |
| College/University Establishment address | Dates attended | Subjects taken | Qualifications Gained |
| | | | |

| Professional qualifications & membership of professional bodies |
|---|
| |

| Work based training/courses attended |
|--------------------------------------|
| |

Rehabilitation of offenders Act 1974

Please note carefully the following information:

The post you have applied for is exempt from the provisions of the Rehabilitation of Offenders Act 1974; therefore applicants must disclose all criminal convictions which are regarded as 'Spent'. The reason being is the nature of the work involved (Substantial level of access to vulnerable adults) renders the post from section 4(2) of the Act in accordance with Rehabilitation of Offenders Act 1974 (Exemptions) order 1975.

You are therefore required to give details of all convictions and cautions, including spent convictions. Any information that you may give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered for at Comfort Care Services (UK) Ltd.

Have you ever been convicted/cautioned of a criminal offence? Yes/No

If Yes, please give details i.e. date(s), offence(s) and outcome(s)

Disabilities Discrimination Act 1995

This Act protects people with disabilities from unlawful discrimination, if we know you have a disability we will make adjustments to the working arrangements or the working environment, providing it is reasonable in the circumstances to do so.

Do you have a disability, which is relevant to your application Yes/No

If Yes, please state the nature of this disability_____

Do you believe there are any reasonable adjustments we would need to make in order for you to carry out the duties of your post?

Do we need to make any specific arrangements for you to attend an interview_____

References

Please note that references will only be taken up if you are short listed for an interview. It is not our policy to take up references prior to an interview, unless requested otherwise. Due to the nature of work, we may wish to make further enquires of previous employers in addition to the two references given.

Please give details of two referees **whom have known you for a minimum of two years**. One of whom should be a professional body e.g. present or last employer, if you have recently finished education, a teacher/tutor who will be able to comment on your suitability of this post. The other maybe someone who knows you well but is not a member of your family. References are not acceptable from relatives.

| Present/last employer/ Educational establishment | Personal referee |
|---|--|
| Title: | Title: |
| Name: | Name: |
| Address: | Address: |
| Postcode: | Postcode: |
| Tel no: | Tel no: |
| Fax no: | Fax no: |
| Email: | Email: |
| Occupation: | Occupation: |
| Dates of employment: (If applicable) From: To: | Length of time known to you: From: To: |

Please use separate sheet for any additional information

How long have you lived at your current address? Years: _____ Months: _____
If less than five years, please give details of previous addresses covering the last five years and state length of time spent at each?

| | | |
|-----------------|-----------------|-----------------|
| Address: | Address: | Address: |
| Postcode: | Postcode: | Postcode: |
| Period Covered: | Period Covered: | Period Covered: |

Please continue on a separate sheet if necessary

Declaration

I confirm that to the best of my knowledge the information supplied on this form is correct. I authorise Comfort Care Services to obtain employment and educational references. I understand that providing false information may render any offer of employment invalid or may result in my dismissal if employment is commenced. I consent to Comfort Care Services processing my application.

Signed: _____ Date: _____

Thank you for completing the application form.

Applicants Preliminary Questions

Please answer all questions before completing your application.

Please tick relevant box:

1. Do you have the right to work in the United Kingdom?

YES

☐

NO

☐

2. If you have a Visa please specify the status?

3. As part of the selection process we will be required to complete a Criminal Record Check. Are you happy for us to do this?

YES

☐

NO

☐

4. Please specify where you originally saw this job advertised.....

5. Which Area/County would you prefer to work in?

Slough ☐ Bracknell ☐ Reading ☐ Maidenhead ☐ Aylesbury ☐

Guildford ☐ Woking ☐ Redhill ☐ Kingston ☐ London ☐

Please specify what you are looking for:

Full-time ☐ Part-time ☐ Weekends ☐ Sleep-ins ☐ Floating Support ☐

6. What shift would be best suited to you?

Morning

☐

Evening

☐

Afternoon

☐

Sleep-ins

☐

7. Can you specify what days you are available to work?

Monday

☐

Tuesday

☐

Wednesday

☐

Thursday

☐

Friday

☐

Saturday

☐

Sunday

☐

RECRUITMENT MONITORING FORM

STRICTLY CONFIDENTIAL

Comfort Care aims to be an equal opportunities employer and selects staff on merit, irrespective of race, colour, nationality, ethnic or national origins, gender, marital status, family responsibility, age, disability, sexual orientation, trade union activity, or religious belief. In order to monitor the effectiveness of our equality policy, Comfort Care requests that all applicants complete this form. In accordance with Data Protection Act 1988, the information you have provided will only be used for the purposes of equality monitoring. The information will be used in summary form only and may inform improvements to our equality policy.

1. Surname
2. Forename
3. Home address
4. Home post code
5. Contact number
6. Date of birth
7. Gender Male ☐ Female ☐

8. Disability Discrimination Act 1995

This act protects people with disabilities from unlawful discrimination, if we know you have a disability we will make adjustments to the working arrangements or the working environment, providing it is reasonable in the circumstances to do so.

Do you have a disability, which is relevant to your application ☐ Yes ☐

If yes, please state the nature of this disability _____

9. Ethnicity – Please chose ONE section from A to E, then tick the appropriate box to indicate your cultural background

A. White

British ☐

Irish ☐

Any other, please state:

D. Black or Black British

Caribbean ☐

African ☐

Any other, please state:

B. Mixed

White and Black Caribbean ☐

White and Black African ☐

White and Asian ☐

Any other, please state:

E. Chinese or other ethnic group

Chinese ☐

Other ☐

Any other, please state:

C. Asian or Asian British

Indian ☐

Pakistani ☐

Bangladeshi ☐

Any other, please state:

F. I do not wish to provide this information

☐

10 Is your age between (please tick):

| | | | | | |
|-------|--------------------------|-------|--------------------------|------------|--------------------------|
| 16–24 | <input type="checkbox"/> | 25–29 | <input type="checkbox"/> | 30–39 | <input type="checkbox"/> |
| 40–49 | <input type="checkbox"/> | 50–59 | <input type="checkbox"/> | 60 or over | <input type="checkbox"/> |

11 How would you describe your sexual orientation (please tick)?

| | | | | | |
|--------------|--------------------------|----------|--------------------------|-------------------|--------------------------|
| Heterosexual | <input type="checkbox"/> | Bisexual | <input type="checkbox"/> | Lesbian | <input type="checkbox"/> |
| Gay | <input type="checkbox"/> | Other | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

12 How would you describe your religion?

My religion is:

I am not religious ☐ Prefer not to say ☐

13 Where did you hear about this job (please tick)?

Newspaper (please specify which one) ☐ Friend ☐ Recruitment company ☐
 Company website ☐ Other ☐

PERSON SPECIFICATION FOR SOCIAL SUPPORT ASSISTANT

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

| Core Competencies | Essential | Desirable |
|--------------------------------------|---|---|
| Education/ Qualifications | Willing to achieve NVQ Level 2 in Care in one year | Minimum of NVQ Level 2 in Care |
| Experience | A minimum of 2 years experience in the Care sector | Experience of mental health or learning disabilities, drug & alcohol abuse and other complex needs. |
| Knowledge | Understanding of mental health, learning disabilities or dual diagnosis Service User's within supported housing environment | GSCC Codes of Practice |
| Key skills | <ul style="list-style-type: none"> • Good observation and assessment skills • Understanding of complex needs and the ability to be proactive • Ability to work alone and take responsibility to work whilst working alone. • Good communication skills (listening, verbal and written) • To be proactive and give clear and feedback with possible solutions. • Ability to recognise any form of abuse and deal with challenging situations | |
| Personal attributes | <ul style="list-style-type: none"> • Good personal presentation • Be confident and have ability to work using your own initiative and as part of a team • To have a flexible approach • Good interpersonal/communication skills and having a sense of humour • Being alert and assertive • Motivation to succeed | |

| | |
|--------------------|---|
| Job Description: | Social Support Assistant (SSA) |
| Responsible To: | Area Manager, Team Leader or other person as designated by the company |
| Short Description: | The SSA is responsible for delivering Service User (SU) centered care in accordance with management direction and in compliance with company processes and procedures. |
| Specific Duties: | <p>The SSA will be specifically responsible for:</p> <ol style="list-style-type: none"> 1. maximisation of SU interests by liaising with internal and external stakeholders; and implementation of each SUs care plan 2. safeguarding the rights and dignity of each SU 3. fostering of a positive environment in which SUs are actively engaged 4. conducting daily assessment of SUs mental and physical state; updating associated records and informing management 5. supporting SUs to build their confidence, self esteem and their ability to manage their mental health symptoms 6. personal delivery of physical and mental care to SUs 7. promoting SUs health and assist in their accurate medication 8. promoting SUs hygiene and personal presentation 9. supporting SUs with developing social skills 10. supporting SUs with their daily living skills and domestic chores 11. supporting SUs with scheduling and attending appointments and day time activities 12. supporting SUs to use public transport 13. encouraging SUs into employment, voluntary work and/or education 14. maintaining the cleanliness, quality, security and safety of each home and individual service user accommodation 15. the accurate and timely update of SUs and house records 16. conducting regular two-way communication with SUs and management 17. Key Work with designated SUs; and delivery of specific support as outlined in their care plans 18. successfully achieving the individual objectives set by the company 19. enhancement current operations through continuous improvement |
| Generic Duties: | <p>In addition to specific responsibilities, the SSA will also be responsible for ensuring:</p> <ol style="list-style-type: none"> 1. the maintenance of confidentiality of all information unless otherwise permitted by management 2. full compliance with company's vision, values, policies and procedures 3. compliance with legislation and GSCC Code of Conduct as reflected in company procedures 4. undergo training and professional development as directed by the company 5. work in a manner that promotes team work and a collegial environment 6. active and positive promotion of the company's image and brand 7. other duties that may be assigned by management |
| Qualifications: | <p>The following qualification, skills and experience are required for this role:</p> <ol style="list-style-type: none"> 1. NVQ Level 2 in Health and Social Care with a minimum of two years experience of care-working within a supported living environment. An NVQ Level 3 is preferred. 2. Strong living skills that can be transferred to service users i.e. all daily living skills etc. 3. Competence in the use of Microsoft Office and Internet applications 4. Strong English spoken, listening and written communication skills 5. Full driving license and use of own car to transport Service Users |

Applicants Name:

Additional Information: