

CHOICE HOMECARE LTD

GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM AND OTHER DOCUMENTATION REQUIRED

When applying for a registration position with Choice Homecare Ltd, the decision as to whether to invite you for an interview, is based on the information contained within your application form. It is therefore important that you provide us with all the information we need and the following guidance will help you to do this.

- Preparation:

Carefully read the role description and the original job advertisement. Pay particular attention to the person specification which outlines the requirements needed in order to perform the role.

- Presentation:

Read through the application form carefully before you begin to write or type anything. Practice on a separate sheet first. The final version should be well presented. It is essential that your application is submitted via our electronic application form, which can be found on our website.

- Curriculum Vitae (CV)

You do not need to send a CV unless you have specifically been asked to do so. All short-listing decisions are made on the information you provide on your application form.

- Additional information

This is a very important part of your application. This is where you make your case for the position. Look at the skills and experience required in the person specification and produce evidence that you possess them by giving specific examples and stating your achievements. Do not forget to mention any relevant skills you have gained outside of paid work.

- References

It is a policy of Choice Homecare Ltd that we will not make an offer of registration until we have received references that are satisfactory to us. Please ensure you ask for the referees' permission before putting their names forward and inform them of any change in your name if this has happened.

One of your referees must be your present or most recent employer, or your course tutor if you are currently a student. If you have not been employed or have been out of employment for a considerable period of time, you may give the name of someone who knows you

well enough to confirm the information given and to comment on your ability to do the job for which you are applying.

- Training

Although no formal professional qualification is required for our care-worker positions, it is necessary to understand how to keep yourself and clients safe. It is therefore strongly recommended that you complete the following training:

	Live-in care-workers	Domiciliary care-workers
Before placement s:	Health and safety training - Risk reporting - COSHH - Riddor Basic life support & First Aid Manual Handling	Health and safety training - Risk reporting - COSHH - Riddor Basic life support & First Aid Manual Handling
Within first 6 months:	Fire safety training	Fire safety training
	Infection control	Infection control
	Safe- guarding adults training	Safe- guarding adults training
	Food safety and hygiene	Food safety and hygiene
	Medication training	Medication training
Additional training	Condition specific training eg. Dementia	
	Handling violence and aggression	

- Equal opportunities

Choice Homecare has a firm commitment to equal opportunities and regularly monitors progress in all aspects of recruitment. We therefore ask you to help us monitor our progress by completing the equal opportunities monitoring form, at the end of the application form. It is used solely for monitoring purposes and does not form part of the selection process.

In order to meet our requirements under the Disability Discrimination Act 1995, please complete the appropriate part of the monitoring form if you consider yourself to have a disability. If you require any assistance during the application process and would like to discuss this further then please call the office on 0208 857 7717.

If you are successful with your application for registration, under the Asylum and Immigration Act 1996 you will be required to confirm your eligibility to work in the UK.

- Rehabilitation of Offenders Act

Most posts within Choice Homecare Ltd involve contact with vulnerable clients, and as such are exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975. You are therefore not entitled to withhold information about convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under the Act.

Successful applicants for registration should note that an Enhanced Disclosure will be required to identify those who may be unsuitable for certain work or positions. This will include details of cautions, reprimands for final written warnings, as well as convictions.

Disclosure information will not be used unfairly, and a criminal record will not necessarily be a bar to obtaining a position. Failure to declare a conviction or pending prosecution may, however, disqualify you from registration.

When you have finished completing the form, read through it and check that you have completed all sections.

If you have any difficulties completing this application form please contact the office for further advice.

All information will be strictly confidential and all records are stored in accordance with confidentiality procedures.

Thanking you in advance from your application.

Lee-Ann de Villiers
Director- Choice Homecare Ltd