

Application Form



INVESTOR IN PEOPLE



PLEASE COMPLETE ALL SECTIONS AS FULLY AS POSSIBLE AND RETURN TO:
Horizon Care Ltd, Venture House, 12 Prospect Business Park, Cannock, Staffs, WS11 0LG
ANY ENQUIRIES PLEASE TELEPHONE HEAD OFFICE 01543 570304

Application for the POST of:

Hours applying for: F/T P/T or Bank *Please circle*

Where did you hear about us?

Closing Date: Return ASAP

Have you previously applied for a position in our organisation?

YES / NO

Surname:

Forename(s) in full:

Previous Names (if applicable):

Date of Birth: / /

Age:

Address:

Daytime Tel No:

Evening Tel No:

EDUCATION & QUALIFICATIONS: *Please list all qualifications in chronological order*

Course Title	Qualification (i.e. NVQ, GCSE)	Place of Study	Dates (from/to)

FULL EMPLOYMENT HISTORY: *Please begin with most recent, giving details of any gaps in employment. Continue on additional sheets of paper if necessary. [Full history required - from leaving secondary education to present date].*

Name & Address of Employer	Post & Brief Outline of Duties	From – To (Month & Year)	Salary & Reason for Leaving

RELEVANT EXPERIENCE: Please add any relevant experience that might assist your application.

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TRAINING: Please include any special training or short courses relevant to this application

Course Title	Organising Body	Date

DRIVING

Are you a vehicle owner ?	YES / NO
Do you hold a clean driving licence? <i>If no please list any convictions, in the space provided.</i>	YES / NO

EQUALITY AND DIVERSITY: Horizon Care Ltd is committed to equality and diversity and it is our policy to recruit the right person irrespective of disability, ethnic origin or gender

I am Male <input type="checkbox"/> Female <input type="checkbox"/>
I would prefer to describe my ethnic origin as _____
If you are registered disabled, please state: YES/NO
If yes please give: Reference no.: _____ Registration date _____

PERSONAL STATEMENT: *In this section you should explain why you want this job, and drawing from your knowledge, skills, and experience provide evidence of your suitability for the post.*

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REFEREES: *Please include below the name, status, address & telephone number of three referees, one of whom must be your current or most recent employer*

Current/Most Recent Employer and Name of Line Manager	
2)	
3)	
Can referees be approached prior to interview?	YES / NO
If appointed, when would you be available to start?	

HEALTH DECLARATION

What is your general health condition? Please circle as appropriate.

Excellent Good Average Poor

How many days have you had off sick in the last year?

If yes please give details below

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Have you had any major illness in the last five years? Yes / No

If yes please give details below

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Is there any medical condition/illness/disability that you feel Horizon Care Ltd should be made aware of? Yes / No

If yes please give details below

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Have you had more than two weeks off work in the last two years?

Yes / No

If yes please give details below

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.....
.....

DECLARATION: Please note that failure to complete this section of your application will result in your application not proceed any further

Before completing this section please read this:

The post for which you are applying is exempt under the provision of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975).

This means you must give full details of any criminal conviction, including any spent convictions, or pending circumstances that might lead to prosecution, conviction, bind-over or caution.

The disclosure of a criminal record, or other information, will not necessarily debar you from appointment. In making this decision Horizon Care Ltd will consider the nature of the offence, how long ago and what age you were when it was committed. Also any other factors, which may be relevant can be given consideration, including considerations in relation to the company's equality policies.

Any information you give will be treated in confidence.

1. Do You Have Any Criminal Convictions, Driving Offences, Bind-Over Or Cautions? If Yes Please Give Details. If you have none, please state **"I Have No Convictions, Cautions Or Pending Court Cases."**

2. Are you subject to any current or outstanding disciplinary procedures, or have you ever had action taken against you by an authority regarding children under 18 years old? **If so, please give details.**

Applicants need to be aware that Horizon Care Ltd carries out a disclosure on all people we decide to appoint. Information received from the CRB will be kept in strict confidence.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

"I take notice that if I have any convictions and do not declare them, or withhold information which is relevant to my application, or if information provided in my application is untrue, I understand I will be instantly dismissed. I confirm that I have read, understood and have truthfully answered the above questions and that everything else in this application (including any additional pages) is, to the best of my knowledge, accurate and correct."

Do you hold an Enhanced CRB Disclosure Form, dated within a year old?

Yes / No

If Yes please complete the following:

Issue date:

Disclosure No:

Countersignatory Details

Print Name:

Signature:

Date:

Residential Care Worker

Job Description

Job Title: Residential Care Worker

Location:

Reports to: Home Manager

Job Purpose: Providing a residential service to children and young people.

Main internal and external contacts:

To form, develop and maintain professional relationships with:

- Children and young people looked after at the home
- Families
- Team members
- Other professionals working with looked after young people placed in the care of Horizon Care Limited
- Child, young persons advocate or representative
- OFSTED

Responsibility for Staff:

Mentoring and assessing identified staff as required by the home manger.

Key Responsibilities:

Summary of responsibilities

1. Must hold NVQ Level 3 CCYP
2. Staff must be responsible to the registered manager for the direct day to day care of the children and young people and to undertake other supportive tasks and duties.

Professional childcare practice

1. To contribute to the development of the children and young people through the provision of a healthy life style
2. To promote and provide a variety of appropriate, stimulating activities and a consistent and caring adult model.
3. To be alert to signs of distress or abuse and to ensure that the children and young people are monitored and protected and have their needs met.
4. To be sensitive to the needs of individual children and young people, taking account of disability, race, culture, language, religion and sexuality.
5. To engage, communicate, talk and listen to the children and young people. To observe their behaviour and record significant features.
6. To contribute to care planning and the implementation of these plans.
7. To participate in reviews and meetings as required and prepare young people for these meetings.
8. To provide additional support and comfort to children and young people under stress.

9. To use reactive strategies to control the behaviour of children and young people who are unable to manage their own behaviour.
10. To provide for children and young people's physical needs as necessary, for example by attending to personal care needs, cooking, cleaning, washing, shopping and budgeting or by enabling children and young people to carry out such tasks themselves.
11. To undertake risk assessments and implement stay safe strategies.
12. To follow the Policies and Procedures of Horizon Care Limited.
13. To assist children and young people realise their full potential in terms of the five outcomes as set out in Every Child Matters and the Children's Act 2004.

Relationships with colleagues

1. To act as a member of the staff team, supporting colleagues and being prepared to receive support and advice as necessary.
2. To participate in staff meetings as required.
3. To act flexibly, within reasonable bounds to ensure the necessary cover for the home following induction.
4. To inform colleagues of relevant information and developments, e.g. handover.

Household responsibilities

1. To share in the practical activities necessary to maintain a home.
2. To set high standards in home-making.
3. To care for the fabric, equipment and grounds.
4. To be accountable for monies allocated for specific purposes.
5. To ensure health and safety standards are achieved and maintained.

Personal

1. Following induction to take responsibility for own professional development. Keep abreast of good practice, Company policy and procedures in order to develop skills, knowledge and experience and to undertake all mandatory training.
2. To make use of regular professional supervision.
3. To inform the Registered Manager via the line management structure or appropriate other of malpractice or evidence which may suggest this.
4. To undertake and feedback on relevant training courses.
5. To meet with NVQ assessor as required.
6. To take a lead role in the project on specific issues as identified by the Registered Manager e.g. as mentor, health and safety rep. Key worker etc.

Additional information

It is the nature of the work of Horizon Care Limited that tasks and responsibilities are, in many circumstances unpredictable and varied. All employees are therefore, expected to work in a flexible way when the occasion arises so that tasks which are not specifically covered in the job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

You will be required to become proficient in behavioural management techniques including physical intervention. Horizon Care Ltd will provide appropriate training.

Horizon Care Ltd is committed to quality, equality and valuing diversity

**This post is subject to a satisfactory Criminal Records check
and satisfactory references**

www.horizoncare.co.uk