

GUIDANCE FOR APPLICANTS

These guidance notes will help you with completing your application form and will set out the interview and subsequent induction process.

Completing your application form:

- Read job description and specification carefully.
- Complete all sections even if you do not have very much to say.
- Please account for all gaps in your employment history.
- Include all skills and experiences you have gained outside work.

Preparing for an interview:

- Find out as much as you can about us and our service user group.
- Think about how this job will enhance your career opportunities.
- From reading of the job description, person specification and application form, consider what you can offer us as an organisation. Because of the vulnerability of our service users they have to have continuity of care and will need to form long term relationships with their care team. You therefore need to have the commitment to follow this career path on a long term basis.
- You will have been sent a health declaration for you to sign to say that you are mentally and physically fit for the position of home carer. Please bring this completed form to your interview.

The interview:

- You can expect the interview to last approximately 30 minutes, depending on the comprehensiveness of your application form.
- You will agree normal working hours and confirm your availability for work.
- You will be given a list of the necessary documentation required for the criminal records bureau check, and also to cover the cost of the check which is a requirement of any successful application. It is a legal requirement that any post working with vulnerable adults must have an enhanced CRB disclosure.
- Details of referees will be confirmed.
- An induction date may be set.

Intermediate Stage:

- You may be required to come back to the office prior to your induction to provide the supporting documentation for the CRB and references.
- References will be taken up.
- CRB form will be processed.
- An induction date will be confirmed.

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Commencement of work:

- Initial ½ day induction training on first day of employment or whilst still in other employment or serving notice in other employment.
- Subsequent to induction you will either: shadow other carers or carry out shifts accompanied by a senior carer or office trainer. The length of this and number of occasions will depend on previous experience and will be agreed with your manager.
- Within the 1st 4 weeks you will attend a group training session on the Common Induction Standards. The 6 Common Induction Standards would generally take 6-8 weeks to complete and will provide the background training during your probationary period. This training will involve group sessions, video material and the completion of written training material away from the normal workplace to ensure a thorough knowledge of the legislation and organisation policies & procedures.

Subsequent to probationary period:

- You will be expected to attend other training courses as required, as well as staff meetings, one to one supervision sessions and annual staff appraisals.
- You will have the opportunity for enrolling on the NVQ level 2 in care, subsequent to completion of Common Induction standards and satisfactory probationary period. This will involve mainly observation of you in your normal workplace duties, as well as written course work to prove your underlying knowledge.