





Employer and Location	Job Title	Dates from / to	Final salary	Reason for leaving

**WHY ARE YOU APPLYING FOR THIS POST?**

**Please explain how your experience, knowledge and skills match those required by the Woodlands' job description and person specification (Continue on a separate sheet if necessary).**

**Why is the job of interest to you?**

## MISCELLANEOUS

Do you own a car?

Yes [ ] No [ ]

Do you hold a clean / valid driving licence?

Yes [ ] No [ ]

If no, please give details:

Please give details of special achievements, voluntary / community work and any other activities:

## REFERENCES

Please name two people, not relatives, whom we may contact, one of which should be your present / last employer:

Name:

Address:

Post Code:

Telephone no.

Occupation:

email address:

If you do not wish this referee to be contacted prior to interview, please tick here: [ ]

Name:

Address:

Post Code:

Telephone no.

Occupation:

email address:

If you do not wish this referee to be contacted prior to interview, please tick here: [ ]

## STATEMENT and DECLARATIONS

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice?

Yes [ ] No [ ]

**If you do have any convictions or cautions; you must check the filtering rules to determine if you should declare them or if they are now 'protected' and no longer require disclosure.**

If Yes, please give details

**Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered.**

**Successful applicants are subject to checks from the Disclosure and Barring Service.**

## PERMISSION TO WORK IN THE UK

**Employers need to know if it is legal for you to work in the UK. You will need to show proof of your right to work.**

**Do you need permission to work in the UK?** Yes [ ] No [ ]

**Are there any restrictions to your residence in the UK that may affect your right to work?** Yes [ ] No [ ]

Please note original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act. We are unable to employ anyone who does not have the legal right to work in the UK

## NOTICE PERIOD

**What period of notice do you have to give your present employer?**

**What is the earliest date you could commence post?**

## CONSENT and CONFIRMATION

The information collected on this form will be used in compliance with the Data Protection Act 2018. and is being collected for the purpose of administering the employment and training of employees.

I consent to Woodlands Quaker Home recording and processing the information detailed in this application form. I understand that this information may be used by Woodlands Quaker Home in pursuance of its business purposes and my consent is conditional upon Woodlands Quaker Home complying with their obligations under the Data Protection Act 2018.

Application forms of unsuccessful candidates will be securely destroyed after six months following an appointment to the job.

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered and that I am in possession of the qualifications/certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position dismissal.

Applicant's Signature

Date







## Equal Opportunities Monitoring Form – CONFIDENTIAL

To ensure our equal opportunities policy is effective we need to monitor people applying for and starting jobs with Woodlands Quaker Home. The Information on this form is treated confidentially and is used for monitoring purposes only, it is not made available to the interview panel. This is to ensure that only your abilities, experience, training and qualifications are considered.

The information you provide will allow us to implement measures to address any under-represented groups within our workforce.

### Gender

Male ( ) Female ( ) Other (Please specify) ( )  
I would prefer not to answer ( )

### Gender Reassignment – If you have undergone or intend to undergo gender reassignment, are you:

Transexual with acquired gender of male ( )  
Transexual with acquired gender of female ( )  
Not applicable ( )  
I would prefer not to answer ( )

### Your age group

Under 18 ( )  
18-29 ( )  
30-39 ( )  
40-49 ( )  
50-59 ( )  
60-64 ( )  
65-69 ( )  
70+ ( )  
I would prefer not to answer ( )

### Ethnicity

White – English ( )  
White – Irish ( )  
White – Scottish ( )  
White – Welsh ( )  
Gypsy or Irish traveller ( )  
White – Other ( )  
Mixed – White and Black Caribbean ( )  
Mixed – White and Black African ( )  
Mixed – Other ( )  
Asian/Asian British – Indian ( )  
Asian/Asian British – Pakistani ( )  
Asian/Asian British – Bangladeshi ( )  
Asian/Asian British – Chinese ( )  
Asian/Asian British – Other ( )  
Black/Black British – African ( )  
Black/Black British – Caribbean ( )  
Black/Black British – Other ( )  
Arab ( )  
Other ( )  
I would prefer not to answer ( )

### Religion or Belief

No religion ( )  
Buddist ( )  
Christian (All Denominations) ( )  
Hindu ( )

- Jewish ( )
- Muslim ( )
- Sikh ( )
- Any other religion/belief ( )
- I would prefer not to answer ( )

### **Sexual Orientation**

Are you:

- Heterosexual ( )
- Bisexual ( )
- Gay/Lesbian ( )
- Other ( )
- I would prefer not to answer ( )

### **Disability**

Do you consider yourself to have a disability?

- Yes ( )
- No ( )
- I would prefer not to answer ( )



## Job Description

Job Title: **Care Assistant**

Responsible to: Woodlands Manager/ Deputy Care Manager or the person deputising

### Purpose of Position:

- To protect all residents from potential harm and abuse.
- To share with other staff the responsibility of meeting the personal care needs of individual residents, in a caring and compassionate manner which respects their dignity, privacy, choice and independence.
- To contribute to the general care of the Home's physical environment, and its day to day running.

### Principle Responsibilities

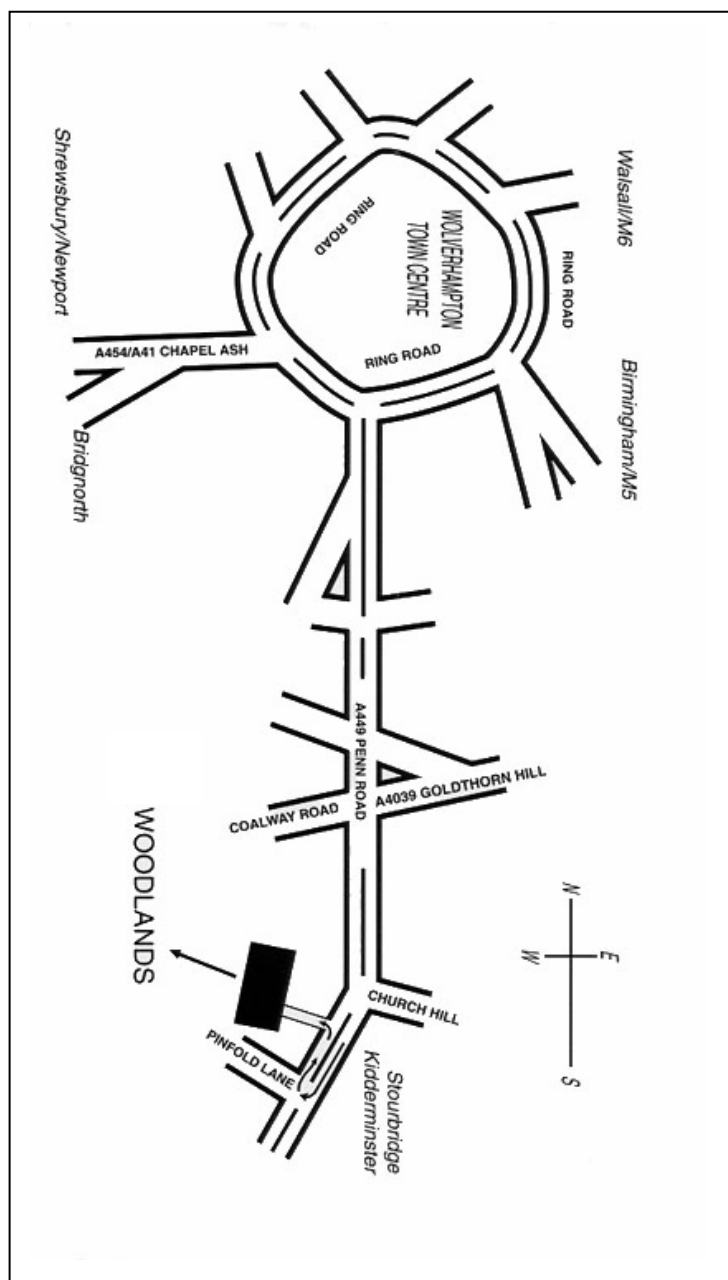
1. Assist residents who need help with dressing, undressing, bathing and toileting/incontinence issues and those residents who are cared for in bed.
2. To support the care needs of residents who are approaching end of life or actively dying, offering support and comfort to them, their relatives, friends and representatives.
3. Support resident's with mobility issues and physical disabilities, including the use and support of care aids and personal equipment.
4. Care for residents with minor injuries who need minor dressings. Liaise with third parties to ensure the best care for residents (ANP, Care Co-Ordination Team, District Nurses, Occupational Therapists, Mental Health Teams, and Incontinence Services etc.). Staff may be required to escort residents to medical appointments or other outings.
5. To support the Social Inclusion Co-ordinator in the promotion of mental and physical activities of all residents to promote their mental health and wellbeing, using stimulating and relevant activities to meet the needs of a diverse group of individuals.
6. To complete light housekeeping duties such as, making and changing bed linen, tidying rooms, emptying and sanitising of commodes in line with local Infection Prevention Guidance.



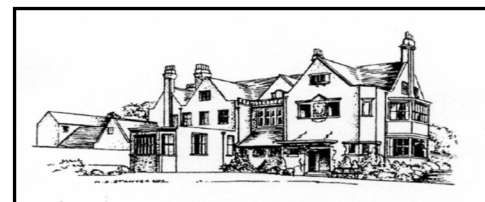
7. Launder and sluice household linen and resident's clothing and mend as necessary.
8. Assist or feed residents who require support, assist to wash up, tidy and clear the dining room and observe expected standards of hygiene as laid down in Health and Safety legislation.
9. Answer call bells, door alerts and chair alerts in a timely manner (fobbing in and out as required) and answer the door and telephone in a professional manner, greet visitors in a polite and professional way, representing Woodlands ethos and values at all times. On certain occasions at the direction of the Care Management team assist with calls to the Paddock Flats.
10. Undergo all mandatory and prescribed training in order to maintain best practice and levels of competency, to mentor and assist in the training and development of new staff, to ensure consistency of standards and agreed ways of working. Undertake on-line training as allocated per job role to meet legal requirements.
11. Read and be familiar with all resident care plans and conduct all care in an individualised and person centred way. Inform and complete all relevant documentation in an accurate, factual, detailed and timely manner.  
  
To attend individual/group supervisions, annual appraisals and staff meetings
12. Participate in fire drill simulation training, to understand your role and have a working knowledge of Woodlands policy and phased evacuation procedures to assist residents in the event of fire.
13. To comply with all policies, procedures and protocols including those relating to infection prevention and control measures at all times.

### General

The duties listed above are intended to represent the range of duties it is expected that a Care Assistant may reasonably be expected to undertake. It is not seen as an exhaustive list and demands from the staff, flexibility and adaptability in their approach to the job. The Job Description is subject to review and may be amended accordingly to the needs and development of the Home.



## **WOODLANDS QUAKER HOME** **INFORMATION FOR APPLICANTS**



### **Quaker Values at the Woodlands**

We ask all our staff to work towards establishing and maintaining in the home a relaxed and warm atmosphere based on Quaker values.

For Quakers all people are equal and we try to recognise the good within each other. We respect each person regardless of age, creed, race, gender, sexual orientation or disability. We value truth and honesty and we have peaceful, non-violent ways of dealing with each other to resolve our differences and disagreements. All are deserving of being treated equally and with loving kindness and we believe that human dignity is paramount in making the Woodlands a place of safety in which to live and work. We respect our residents' privacy and confidentiality as each of them would wish. In upholding these values, everyone contributes to the creation of a loving, caring community in which to live and work.

### **Sustainability Policy**

The Society of Friends has both a historical and current concern for the environment. Woodlands is committed to reducing its carbon emissions. It makes every effort to make its buildings energy efficient. It gives priority to the energy efficiency of its appliances. It also seeks to encourage residents and tenants to adopt energy efficient lighting and appliances in their own rooms.

## **Equal & Diversity at the Woodlands**

The Woodlands Management Committee wishes it to be known that it is an equal opportunities organisation both as an employer and as a service provider. The Woodlands, in giving full consideration to the requirement and to comply with the Race Relations Act 1976 and Sex Discrimination Acts 1975 and 1958, is committed to avoid any form of direct or indirect discrimination in its employment of staff management policies and procedures.

The purpose of this policy is to ensure that no employee or person applying for a job, will be treated less favourably than any other person or group because of their sex, race, colour, nationality, ethnic or national origin, religious beliefs, disability, age, sexual orientation, marital status, trade union or political activities, responsibility for dependants, or is disadvantaged by any conditions or requirements which cannot be shown to be justified.

The principal of recruitment and selection will ensure that persons are selected, promoted and treated on the basis of merit and ability.

In the provision of care and housing services to provide these services, The Woodlands will seek to ensure equal opportunity and treatment of all persons, and that requests for any service are treated equally.

The Woodlands Management Committee in nominating members to serve on the committee will be mindful of its commitment to equal opportunity.

The committee members, management and employees are committed to ensuring that the Equal Opportunity Policy is fully effective, and to help fulfil will, on a regular basis, review its effectiveness.

## **Statement Of Philosophy & Values For The Woodlands**

The Woodlands is a Quaker Home and is non-profit making. The community at the Woodlands seeks to create a welcoming, caring and comfortable home. Everyone is important and has a contribution to make. We believe people moving into residential care should enjoy as many rights, and control as much of their lives, as possible. We consider the only restriction on this are the legal necessary to safeguard the level of care the resident needs, or those necessary to promote the safety of all of the community.

### **AIMS**

- 1) All residents should have the same rights and liberties as any citizen in controlling their daily life and personal affairs.
- 2) All residents should be treated as individuals. We recognise the need for residents to be independent as well to maintain dignity and privacy.
- 3) All residents should be encouraged to live a full life in respect of their own cultural, physical, emotional, social, intellectual, spiritual and sexual needs.
- 4) All residents should have the opportunity to maintain and improve their social; and personal skills.

### **OBJECTIVES**

- 1) To acknowledge the right of individual residents, by giving choice in the way they live, avoiding unnecessary rules and keeping routine to a minimum.
- 2) To respect the privacy of residents by providing comfortable rooms where they can be alone when they wish, and where they can also entertain their guests.
- 3) To encourage residents to maintain their independence, and to encourage links with family, friends and the wider community.
- 4) To offer fulfilment to residents, by encouraging interests, activities and endeavour to provide care which is supportive and responsive.