

## WOODLANDS QUAKER HOME

434 Penn Road, Penn  
Wolverhampton  
WV4 4DH  
Tel: 01902 341203  
Fax: 01902 337302



# APPLICATION FORM FOR EMPLOYMENT - CONFIDENTIAL

**Post applied for:**

## Where did you see the post advertised?

<b>PERSONAL DETAILS</b>	
<b>Please complete in block capitals</b>	
Surname:	National Insurance No:
First Names:	
Address:	Telephone - Home: - Mobile:
Post Code:	Email Address -

## ARRANGEMENTS FOR INTERVIEW

If you have disability, are there any arrangements which we can make for you if you are called for an interview and or/work based exercise? Yes:  No:  N/A:

If yes, please specify, (e.g. ground floor location, sign language, interpreter, audioloop, etc.):

## EDUCATION, TRAINING and MAJOR COURSES ATTENDED

Proof of qualifications may be requested if appointed

**PROFESSIONAL and OTHER QUALIFICATIONS or MEMBERSHIPS**

Please give details and dates attained. Include vocational or professional training where no formal qualification has been attained. Proof may be requested if appointed.

**PRESENT (OR MOST RECENT) EMPLOYMENT**

Employer:

Job Title:

Employer's Address:

Department:

Date employed - from

- to (if applicable)

Present Salary / Wage:

Other benefits:

**Reason for leaving, or seeking to leave your current (or most recent) post:****Brief description of current duties and responsibilities, including recent achievements:****PREVIOUS APPOINTMENTS**

Please put most recent appointments first/Please give reasons for any gaps in employment

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

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	(   )
Buddhist	(   )
Christian (All Denominations)	(   )
Hindu	(   )
Jewish	(   )
Muslim	(   )
Sikh	(   )
Any other religion/belief	(   )
I would prefer not to answer	(   )

## **Sexual Orientation**

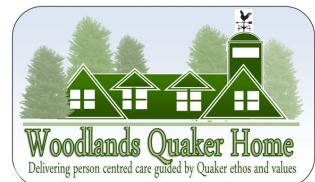
Are you:

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:** Maintenance Supervisor

**Responsible to:** Woodlands Registered Manager

### **Purpose of Position:**

To protect all residents and tenants from potential harm and abuse.

Along with other staff ensure that residents and tenants have a safe and secure environment.

To contribute to the general care of the physical environment and day to day running of the home and supported housing scheme

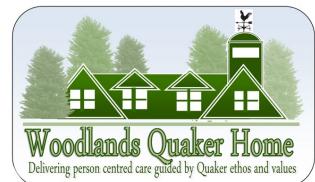
To maintain the building and grounds to a high standard and to ensure that Health and Safety guidelines are adhered to for the safety of everyone.

To help maintain in the Home and Paddock a relaxed and friendly atmosphere based on Quaker values of concern and respect for other people.

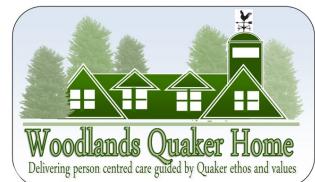
The Maintenance Supervisor must at all times act as an Ambassador for the Woodlands, and protect and enhance its reputation with colleagues, stakeholders and the local community.

### **Principal Responsibilities:**

1. Supervise the Maintenance Operative and plan work schedules
2. Manage and co-ordinate the repair, servicing and inspection of equipment and ensure records are kept as required.
3. Manage and co-ordinate the water maintenance schedule in accordance with the organisations legionella risk assessment.
4. Work with the senior team to ensure that works contained within the 5-year planned, preventative maintenance report is on schedule.
5. Work with the senior team to assist with the planning and coordination of building/refurbishment projects.
6. On a regular basis check the homes fire systems, complete the Fire Log Book and report any faults to Senior Management and notify the contractor if necessary.



7. Checks to be completed are:-
  - Test the home fire alarm system – **Weekly**
  - Check the homes emergency lighting system is functioning properly
  - Check that all escape routes are clear
8. Co-ordinate Fire Risk Assessment requirements as directed by Senior Management.
9. Conduct regular fire drills in accordance with the fire drill schedule
10. Carry out daily checks of the central heating system and domestic boilers in order to maintain the correct temperature within the buildings. Report any faults to the administration office and if necessary notify the contractor.
11. Carry out daily checks as required i.e. Call bell system, fire exits, evacuation equipment.
12. Carry out daily visual checks throughout the building including resident's bedrooms identifying signs of damage or wear and tear and reporting them to the administration office.
13. Carry out monthly checks as required i.e. extractor fans, external lighting, and external drains.
14. To carry out portable appliance testing for new admissions to the home as well as used appliances being brought into the home for residents use.
15. Liaise with the Finance Manager to obtain quotations for new equipment and maintenance work.
16. Ensure written quotations are obtained and relevant reports are prepared for presentation to Trustees
17. Deal with day-to-day breakdowns and minor repairs.
18. Oversee work being undertaken by contractors to ensure that they are following the job specification and deadlines.
19. Advise all contractors of the organisation's Health and Safety Policy (signing in system) and if necessary ensure contractors have seen the asbestos register.
20. Liaise with contractors as required i.e. lifts, laundry equipment. Report any faults to the administration office and if necessary notify the contractor.



21. To carry out every quarter a comprehensive inspection of the building & grounds ensuring all aspects comply with the Health and Safety Policy, recording and reporting any current/ future repair works necessary.
22. To carry out checks on grounds and garden equipment and review as necessary on a regular basis.
23. To check the Maintenance Book/Digital system for the home and Paddock daily and carry out jobs as listed.
24. Update paper and digital maintenance registers and checklists and archive hard copies as required.
25. Carry out light maintenance including, painting and decorating, basic plumbing and carpentry work
26. To maintain the lawns and grounds on a regular basis and supervise the Woodlands gardener.
27. Ensure the use and storage of garden chemicals comply with the Control of Substances Hazardous to Health Regulations (COSHH).
28. Maintain garden furniture and all outdoor buildings.
29. Liaise and assist Paddock Staff as required.
30. Liaise as required with the Tree Preservation Officer (T.P.O.) and Conservation Officer for Wolverhampton CC.
31. To keep clean and tidy all designated storage areas i.e. Cellar.
32. Undergo Fire Training and support the Assistant Manager on duty in the event of a fire ensuring the safe evacuation of residents, visitors and staff.
33. To undertake Fire Marshal training and act as a Fire Marshal in the event of a fire.
34. To ensure the refuse area is kept tidy at all times and flushed monthly.
35. To ensure drains, pipes and gullies are kept clean and free from debris i.e. leaves, i.e. balcony area.
36. Ensure that the main driveway and paths around the site are safe and gritted as required during autumn and winter months.
37. To keep all tools and equipment safe and secure in the workshop. Manage an up to date inventory of all tools owned by the Woodlands.



38. To attend Trustee meetings as and when required in an advisory capacity.
39. Driving duties, to carry out errands as required i.e. Collection of prescriptions/medication.
40. To support and supervise trainees on work placement.
41. To assist with induction of new staff as appropriate.
  
42. To attend to any off/on duty emergency situations.
43. Assist with cleaning and polishing communal areas and high windows.
44. Ensure Clinical Waste Containers are kept locked at all times.
45. To comply with all policies, procedures and protocols including infection prevention and control at all times.

**Additional Requirements:**

In addition to the above, there are some general requirements that apply to all jobs in the home and Paddock:

- 1) Notification of accidents and other Health and Safety Requirements
- 2) Participating in staff supervision and appraisal
- 3) Participating in training activities

**Health and Safety**

All work undertaken must be carried out in accordance with the Health and Safety at Work Act 1974 and other relevant statutory provisions. This Act requires that every person, carry out their work in such a way that they and other employees of the Woodlands, residents, tenants or members of the general public are not exposed to risks to their health and safety.

Be aware of the hazards that asbestos may create and consult the Asbestos Register prior to commencing any works on the buildings.

No tasks should be performed which require the services of a qualified electrician, gas safe engineer etc.

**General:**

The duties listed above are intended to represent the range of duties it is expected that you may reasonably be expected to undertake. It is not seen as an exhaustive list, and demands from you flexibility and adaptability. The job description is subject to review and may be amended according to the needs and development of the Woodlands.



**MAINTENANCE SUPERVISOR**  
**Job Specification**

	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b>Qualifications &amp; Training</b>	<p>Good standard of education      Must be able to demonstrate literacy and numeracy skills</p> <p>GCSE grade C or above or equivalent in Maths and English</p> <p>Good I.T. skills and proficient in the use of Microsoft Office packages</p> <p>Full driving licence with access to a vehicle</p>	<p>Formal training in carpentry, plumbing etc.</p> <p>Health &amp; Safety Certificate      COSHH Training</p>
<b>Skills &amp; Experience</b>	<p>Previous experience in a similar role where practical skills are a requirement.</p> <p>Strong organisational skills with the ability to prioritise tasks</p> <p>Understanding of responsibilities under Health and Safety at Work Act, COSHH, Fire Safety</p>	<p>Previous experience of relevant work e.g. caretaker. Experience of supervising tradespeople</p> <p>Experience of carrying out risk assessments on buildings &amp; grounds &amp; presenting information to a group</p>
<b>Attitude and Temperament</b>	<p>Empathy with older people with the ability to relate to them in a sensitive manner</p> <p>Excellent interpersonal and communication skills.</p> <p>Ability to organise and prioritise</p> <p>Good Team working skills</p>	<p>Previous experience of working in a care home/environment with vulnerable people</p>
<b>Motivation</b>	<p>Flexible and Adaptable</p> <p>Ability to work on your own initiative.</p> <p>Positive attitude and commitment to providing a well maintained environment in line with Health &amp; Safety</p>	



# 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, religion or belief, race, marital status, parental status, gender, gender reassignment, 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.

## Equality & 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 Equality Act 2010 is committed to avoid any form of direct or indirect discrimination in its employment of staff and the management of 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 age, gender, gender reassignment, race, nationality, ethnicity, religious beliefs, disability, sexual orientation, marital status, parental 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 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.