



Dear Applicant,

Thank you for requesting an application pack for the role of a care worker with Homecarers Liverpool (HCL). Please find enclosed an application form and further information, which I hope you will find helpful. Any offer of employment is subject to suitable references and a disclosure and barring check (previously known as CRB check).

Candidates are normally shortlisted within 4 weeks of application being received, if you are not contacted within 4 weeks your application has not been successful. However if you are selected for interview, the Human Resources (HR) Team will contact you by telephone to you in order to confirm details. Should you require a reasonable adjustment to our recruitment process please contact the HR Team at the earliest opportunity to ensure measures can be put in place to support your application.

**Please return completed application packs to:**

Human Resources Team  
8 Childwall Valley Road  
Childwall  
Liverpool  
L16 4PE

Yours sincerely

HR Team



## **Job Description Homecarers Liverpool Ltd (HCL)**

**Title:** Care Worker

**Reports to:** Locality Manager

**Office Base** 8 Childwall Valley Rd. Liverpool. L16 4PE.

### **Job Purpose**

To deliver personal care services that promote reablement, dignity, respect, wellbeing and positive outcomes in accordance with Service User needs and agreed care plans.

### **Workplace Values**

The post holder will be expected to operate in line with HCL values which are

- Caring
- Compassionate
- Dignity
- Choice
- Commitment

### **Key Responsibilities**

- Assist the Service User with personal care needs where necessary and appropriate for example getting up in the morning washing, dressing and toileting.
- Promote reablement by encouraging Service Users to follow agreed Care Plans.
- To have an awareness, understanding and willingness to meet the needs of people from different religious and cultural backgrounds.
- Prepare meals/snacks where necessary promoting good nutrition and hydration.
- Respond to requests from Service Users or direction from Managers in order to facilitate contact outside the home for example attendance at day centres and other social activities.
- Update Managers about the well-being of Service Users and the progress of care that is being undertaken.
- Attend staff meetings.
- Focus on personal development through attending and contributing to performance development meetings.
- Keep accurate and compliant records by recording all visits in the Service Users Care Plan.
- Be responsible for Service User and Personal Health and Safety.
- Comply with all company policies and procedures.
- Successfully complete mandatory and development training within acceptable time frames.
- Confirm attendance at Service User residence via electronic monitoring.

## **Person Profile**

- Caring and empathetic with a focus on delivery of quality and compassionate care services
- Literacy and Numeracy-must be able to complete accurate and compliant records in relation to care delivery and medication administration.
- Good communicator with the ability to encourage service users and engage with family members.
- Flexible and able to adapt to changing needs of Service Users.
- Self- motivated with an ability to work independently or as part of a team.



THE WORKPLACE  
WELLBEING CHARTER  
NATIONAL AWARD for ENGLAND



INVESTORS  
IN PEOPLE



**Homecarers Liverpool (HCL)**

**8 Childwall Valley Road**

**Liverpool**

**L16 4PE**

**Telephone 0151 737 2820 / Fax 0151 738 1874**

**Email [info@home-carers.co.uk](mailto:info@home-carers.co.uk) / Website [www.home-carers.co.uk](http://www.home-carers.co.uk)**

## APPLICATION FORM

(Private & Confidential)

Personal Details		
Title:	Forename:	Surname:
Address including postcode:		
Daytime Telephone Number:	Evening Telephone Number:	Mobile Number:
Email address:		
Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?	Yes	No
If you are successful in your application would you require a work permit to work in the UK?	Yes Expiry Date	No
National Insurance Number		
Date of Birth		
Emergency Contact	Relationship to you	Telephone Number

General Information		
Do you have a current driving licence?	Yes	No
Do you have access to a vehicle and will you be using this for work. Note if yes appropriate insurance must be produced.	Yes	No
Are you seeking – Please also indicate number of hours and days you are available to work:		
Part Time		
Full Time		

Please note shift patterns will be discussed at interview. All applicants must be prepared to demonstrate a commitment to work flexibly this will include working some weekends, evenings and bank holidays.

### Education & Training:

Start with the most recent and work back, continue on a separate sheet if necessary.

University, College, School or Place Attended	Course & Qualification achieved	Date From	Date To

### Employment History

Please start with your current/most recent employer and work back, include any voluntary work or breaks in employment. Continue on a separate sheet if necessary

Name & Address of Employer	Position held and description of duties	Date from	Date to	Reason for Leaving

**Any Other Evidence to Support your Application – for example experience relevant to the job you are applying for.**

--

**Health & Fitness**

Are you physically in good health?	<b>Yes</b>	<b>No</b>
Have you ever been ruled medically unfit for work – If yes please provide details		
Are these any disabilities that may affect your application	<b>Yes</b>	<b>No</b>
<p>If yes, describe disabilities and:  A – Any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job.  B – Any reasonable adjustments which you feel should be made to the job itself which would enable to carry out the job.</p> <p><b>Comments:</b></p>		

References - Please give the names and addresses of two referees, these should be your last two employers. No approach will be made to your present or previous employers before an offer of employment is made. If you are unable to provide us with employment references HCL will require professional references i.e. school teacher, accountant, a person working with in the community, college tutor

**Referee details**

Name	Company
Job Role	Contact Number
Address	Email Address

Referee details	
Name	Company
Job Role	Contact Number
Address	Email Address

CRIMINAL CONVICTIONS	Yes	No
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the <a href="#">Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)</a>		
If yes please give details:		

### Data Protection

The Data Protection Act 1998 ('the Act') sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or

Permitted by law, the information which you provided in this application form and any other information obtained or provided during the course of your application ('the information') will be used solely for the purpose of assessing your Application.

If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than 6 months after which time it will be destroyed although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring

If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly we would be grateful if you would sign the consent form below.

I consent to the use of my personal information for the purposes and on the terms set out above.

Applicants Signature	
Print Name	
Date	



THE WORKPLACE  
WELLBEING CHARTER  
NATIONAL AWARD for ENGLAND



INVESTORS  
IN PEOPLE



## EQUAL OPPORTUNITIES POLICY

Homecarers (Liverpool) has an Equal Opportunity Policy. Our Policy is to ensure that no job applicant is treated differently because of our race, colour or nationality, sex, marital status, age or disadvantaged by condition or requirement which cannot be shown to be justified.

### MONITORING

To assist us in monitoring the effectiveness of this policy please complete this form. The form is totally confidential and will not affect the selection decision. It will be detached from your application form on receipt and before consideration of candidates takes place.

APPLICATION FOR THE POST OF.....

FULL NAME.....

I WOULD DESCRIBE MY ETHNIC ORIGIN AS (PLEASE TICK)

- African
- Asian
- Caribbean
- Black British
- White British
- Other (give Details).

COUNTRY OF BIRTH.....

NATIONALITY.....

PLEASE TICK THE APPROPRIATE OPTION BELOW

- Male
- Female
- Single
- Married
- Separated
- Divorced
- Widowed

Are you disabled ?

- Yes
- No

If YES please state your registration number and expiry date

.....

Where did you hear of this post.?.....



THE WORKPLACE  
WELLBEING CHARTER  
NATIONAL AWARD for ENGLAND



INVESTORS  
IN PEOPLE