



Allcare Nurses Agency Ltd
2 Albion Road
Blackburn
BB2 4UW

Dear Applicant

Thank you for applying to work for our agency.

We enclose all the paperwork you need to complete and return to us, as well as some information about us, a person specification and a job description.

The sooner you can return the information to us the sooner we can proceed with the interviewing process.

The two references requested **must** be your last two employers. We require the full name and address of the referees to enable us to write to them before your interview.

If you have had any mandatory training within the last twelve months, please bring evidence to your interview. If we do not have evidence, you will be expected to complete the mandatory training with us before you commence work including Common Induction Standards.

Disclosure and Barring Service (DBS) checks including the ISA lists will be checked before you are allowed to begin work.

If you are invited to interview we will request that you provide use with your DBS renewal service Unique subscription number in order we can complete the appropriate checks.

Alternatively, if you do not hold a Unique subscription number we will ask that you pay for your DBS, currently the cost is £54.

If you start work for us, the cost of the DBS will be returned to you in your pay once you have worked 3 full shifts for us (excluding Inductions). *****Please note – the DBS payment is currently being waived during COVID pandemic so there is no charge*****

If you have any questions about the information enclosed please give us a ring or send us an email, we will be happy to answer, however please bear in mind that most of your questions will be answered at interview.

We look forward to hearing from you soon.

Yours sincerely

Shaun Hargreaves
Registered Manager
Enc.

- Application form
- CSW Job description
- CSW Person specification
- CSW pay rates
- Employee declaration



INTERVIEW CHECKLIST

Please ensure that you bring the following with you to your interview

- N.M.C. pin card (for Registered Nurses only)
- DBS Online Update Service ID number (if applicable)
- Your work permit / residency permit (if applicable)
- Passport
- National Insurance Number
- Evidence of Unique Learning Number
- Driving Licence
- Birth certificate
- Two proofs of name and address e.g. bank statement, utility bill, and council tax bill.
- £54 in cash or in a cheque made out to: Allcare Nurses Agency Ltd (for DBS check).
Please note this is currently not required as during the COVID-19 outbreak, DBS charges are being waived.



JOB SPECIFICATION CARE SUPPORT WORKER

WORKING AREA

With clients in a community setting/their own homes/day services.

POST

Care Support Worker

REPORTING TO

Client/Parent / Guardian / Registered Manager

RESPONSIBLE TO

Client/Parent / Guardian / Registered Manager

PURPOSE

To provide support to children and adults with a variety of needs as directed by the management team.

To work within a person's staff team providing a high standard of care.

To work to the agreed practices and policies adopted by Allcare Nurses Agency Ltd.

DUTIES

To assist a person with all/any activities of daily life including personal hygiene, nutritional needs, mobility needs and general nursing care.

To support individuals in the community as directed by the management team.

To maintain a high level of hygiene in accordance with the policies of the person or their advocate and Allcare Nurses Agency Ltd.

To escort people to and from activities or appointments

To act as chaperone if required.

To assist in the moving and handling of people within the guidelines of Allcare Nurses Agency Ltd.

To assist in the moving of equipment where necessary within the guidelines Allcare Nurses Agency Ltd.

To participate in the promotion of health education to people as required

To ensure all areas are clear of potential hazards.

To report hazards to the person or their advocate as and when necessary.



To report any complaints or untoward incidents to the person in charge at that time.

To assist in other areas of as directed in accordance with the grade and scope of the post.

Any other duties in accordance with the grade and scope of the post and your own personal training.

STANDARDS OF CONDUCT

Ensure that personal actions and conduct comply with the policies and procedures of Allcare Nurses Agency Ltd.

Attend all training courses as required by Allcare Nurses Agency Ltd.

Cooperate and adapt to the changing needs of the service.

The purpose of this document is to act as a guide to the duties that may be required by Clients.

It is a generic list and not exhaustive.

Other duties may be required in accordance with the grade of the post and the competence of the member of staff concerned.

This job description may from time to time be subject to review and change following consultation with statutory regulations and agencies

**PERSON SPECIFICATION
CARE SUPPORT WORKER**

PHYSICAL	ESSENTIAL	DESIRABLE
Presentation	Clean, tidy and demonstrates a concerns for personal hygiene	
General Health	Mobility and ability to Move and handle as appropriate	
Attendance	Consistent and reliable attendance on shift accepted	
Age	Over 18	Over 21
ATTAINMENTS		
Work Experience	Previous experience in a similar role or related field	
Work Skills	Able to read and write basic English. Basic Numeracy. Able to understand and comply with detailed procedures.	NVQ /QCF Level 2 or equivalent in Health and Social Care.
SPECIAL APTITUDES		
Flexibility	Able to work the hours required by the needs of the client when offered shift. Ability to adapt to change and different working environments.	
Communication Skills	Have a sympathetic and sensitive approach and be able to speak efficiently to staff, colleagues and clients. Able to listen effectively and be able to pass on information clearly and accurately.	
Learning Ability	Adapt to new ideas, skills and knowledge.	
Other Skills	Able to use own initiative and work with minimal supervision. Able to prioritise under pressure. Able to work as a team member. Able to keep information confidential.	



PAY RATES

(From 21/10/22)

Your hourly pay is listed below.

Monday – Sunday (Day/Night) - £10.90 p/h

Bank Holiday (Day/Night) - £17.48 p/h

TRAVEL ALLOWANCE

Travel is paid at 30p per mile after the first 10 miles of each day. Full information on travel allowance will be provided upon successful application.

HOLIDAY ENTITLEMENT

Everyone is entitled to 28 days paid holiday (pro rata) per year.
Holiday pay is 1 hour pay for each 8 hours worked.

Requests for holidays must be received in the office in writing at least one month before your holiday. Only 3 staff will be allowed holiday pay in any one week, on a first come first paid basis. You are of course entitled to take as many unpaid holidays as you wish.



APPLICATION FORM

Please complete all pages of this form fully and legibly in BLOCK CAPITALS.

POST APPLIED FOR: NURSE

CARE SUPPORT WORKER

PERSONAL DETAILS	
TITLE: MR/MRS/MISS/MS/MX/OTHER_____	
FIRST NAME	LAST NAME
OTHER NAMES	DATE OF BIRTH
OTHER LAST NAMES	
ADDRESS	
POST CODE	TELEPHONE (HOME)
MOBILE	EMAIL ADDRESS
TRANSPORT CAR / PUBLIC / OTHER (Delete as applicable)	
WORK PERMIT YES / NO / NA	
EMERGENCY CONTACT	
NAME	RELATIONSHIP
TELEPHONE (HOME)	WORK / MOBILE
PIN NUMBER (TRAINED STAFF ONLY)	DATE OF EXPIRY
NATIONAL INSURANCE NUMBER	UNIQUE LEARNING NUMBER
DBS UPDATE SERVICE ID NUMBER	
ARE YOU INTENDING WORKING FOR THE AGENCY ONLY OR IN ADDITION TO YOUR PRESENT WORK?	
WOULD YOU PREFER?	
DAY <input type="checkbox"/>	EVENING <input type="checkbox"/>
NIGHTS <input type="checkbox"/>	WEEKENDS <input type="checkbox"/>
APPROXIMATE NUMBER OF HOURS PER WEEK?	



REFERENCES WILL BE REQUESTED IF YOU ARE SELECTED FOR INTERVIEW	
Please provide details of two persons whom we may approach for a reference. These should be your current and previous employers.	
NAME OF REFEREE	NAME OF REFEREE
ADDRESS	ADDRESS
TEL No	TEL No
EMAIL	EMAIL
OCCUPATION/POSITION	OCCUPATION/POSITION



EMPLOYEE DECLARATION

REHABILITATION OF OFFENDERS ACT HEALTH AND SOCIAL SERVICES EXEMPTIONS

This post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Offenders Act 1974 (exemptions Order 1975). You are therefore not entitled to withhold information about convictions which, for other purposes are "spent" under the provision of the Act, and in the event of employment, any failure to disclose such conviction could result in dismissal or disciplinary action by Allcare Nurses Agency Ltd. Any information given will be completely confidential and will be considered only in relation to any application for posts with the Order apply.

Have you ever been convicted or cautioned of a criminal offence? YES / NO
(Other than minor traffic offences e.g. parking tickets)

If so, please give details

Are there any criminal proceedings pending against you? YES / NO

DISCIPLINARY HISTORY

Have you ever been disciplined or asked to resign by your current or previous employer? YES / NO

If so, please give details

CONFIDENTIALITY

All information which you may see or hear in the course of your duties is confidential. You may not disclose to any other person any details or information relating to the clients, their medical conditions or Company matters.

I understand this to be a condition of my employment with Allcare Nurses Agency Ltd.

I confirm that I have read and understood the above and that the information I have given is correct.

Signature _____

Date _____

Please return all completed forms to:

Allcare Nurses Agency Ltd
Allcare House
2 Albion Road
Blackburn
Lancashire
BB2 4UW

Tel: 01254 682200