



## INFORMATION PAGE FOR APPLICANTS

This position involves working with people of all ages, from new born to centenarian. We work with people who are frail, and also with people who may be very challenging to those supporting them, and / or their environment. Staff must therefore, be physically, emotionally and mentally able to work in demanding and sometimes stressful situations while having the ability to respond favorably to challenges.

People we support have varied needs and abilities. Staff must be able to empower the person they support to make choices and gain skills. This may include shopping, budgeting, attending day services and activities, going out and about in the community, attend meetings, appointments and meeting with family, friends, advocates and other organizations to ensure their needs are met.

To ensure consistency in the service we provide and the safety of the person supported and our staff, you will be required to write very precise daily records detailing their daily activities, physical and general health etc.

The position may involve Moving People; you will be trained to do this. The use of hoists and other 'moving people' aids may be required. Staff, therefore, must be physically able to operate such equipment.

All staff must be prepared to provide personal care to the people they support, **if necessary**. This is support and assistance with washing, dressing, showering, bathing, assisting with toileting, incontinence support, assisting with bedtime routines etc. Training and protective clothing will be provided.

Support maybe required in assisting the person to prepare meals and drinks and to prompt them in taking their medication. Training for this will be provided. Staff must also be prepared to assist with keeping the home clean and tidy and encouraging domestic skills.

There is a variety of hours that can be offered to staff, 7am starts or evening work till 22.00. Some people need us to sleep in the house with them, for which staff are paid a standard amount. Some people require waking night staff, all staff must be prepared to pick up their fair share if this is required, for example to cover holidays, sickness or absence of the regular night workers in the department.

Hours are arranged on a Rota system; this is emailed to staff or can be collected from Head Office.

Cephas has someone On-Call 24 hours a day every day of the year. As our work is with vulnerable people we do not offer 9-5 hours. Staff are needed to work weekends and bank holidays (including Christmas and New Year). All staff are expected to work a fair share of hours over these periods. The company tries to be fair and gives staff either Christmas or New Year off whenever possible. Staff must be flexible in their approach to work and help the company to ensure that all services can run effectively during these periods. In order to assist with this pay enhancements are given during these periods.

Domiciliary care workers are required to use their own vehicle to visit people in different locations. Some visits are in rural areas. You will be paid a 'mileage' allowance for travel between visits as well as travel time.

Cephas Care offers you

- Fair and secure employment with good working conditions.
- On-going training and development
- Opportunities for promotion
- Equality
- Flexibility
- Competitive rates of pay
- A variety of working times:- shift work (between the hours of 7am and 10pm), night work (9pm -7:15am), morning or evening work.
- Part-time work available

Please visit our website for more information on the services we provide and the support we offer to staff

[www.cephas-care.co.uk](http://www.cephas-care.co.uk)



**Please complete and return to: Cephass Care Ltd, 59 Crabbe St, Ipswich Suffolk IP4 5HS**

## Cephass Care Ltd

Supporting Adults and Children to lead fulfilled lives.

### Confidential

**Position Applied for:**

Please indicate the hours you wish to work:-

Full Time Position Yes/No 30hours	Part time Position:	Less than 16 hrs.	16 – 20 hrs.	Up to 30 hrs.	
	OTHER:-	(Please circle the number of hours preferred )			
Awake Nights	Yes / No	How Many per week?	Sleep Ins	Yes / No	How Many per week?

### 1. Personal Details (Block Capitals Please)

<b>Surname:</b>	<b>Forenames:</b>
Former surnames if different	Preferred title: Dr: Mr: Mrs: Ms: Miss:
Address:	Tel. No:
	Mobile No:
Town:	E-Mail Address
Post Code:	National Insurance No:
Are you legally entitled to work in the UK Yes / No	You are required to bring along to interview your current Work Permit/Visa  (Note: your current permit may not be valid for this post)
Where did you learn of this post? If you were recommended by someone please state full name here.	
Do you hold a current Driver's License which allows you to drive in the UK?	Yes / No
Do you have a car?	Yes / No



## 2. Professional Qualifications gained:

All staff are given full and comprehensive training before starting work. We refer to this as the 'Induction Week'. Experience in this type of work is not essential as training is offered.

**Have you completed any of the following training, please give dates.**

<b>First Aid</b>	<b>Food Hygiene</b>	<b>Moving People</b>	<b>Health and Safety</b>	<b>Safeguarding Adults</b>	<b>Safeguarding Children</b>
<b>Fire</b>	<b>Dignity in Care</b>	<b>Infection Control</b>	<b>Communication</b>	<b>Person Centered Planning PCP</b>	

**(Please provide ALL certificates at interview)**

**7. References** Please ensure we have your recent employer as your main reference and their landline telephone number. Your second reference should also be a work reference, if possible. You will be unable to start work until we have received a reference from your previous employer, if you have one.

1. Full Name:	2. Full Name:
Job Title	Job Title
Organsiation	Organisation
Address:	Address:
Tel No.	Tel. No:
E-Mail Address	E-Mail Address
Can we ask for this reference before your interview YES / NO	Can we ask for this reference before your interview YES / NO

**Please provide your complete employment history**



### 3. EMPLOYMENT HISTORY

<b>Present Post:</b>	<b>Salary / Grade</b>	(Office use) Any gaps from last post
<b>Name of Employer:</b>	<b>Date From</b>	Years _____
<b>Address</b>	<b>Date To</b>	Months _____
<b>Town:</b> _____ <b>Post Code:</b> _____		
What are your responsibilities?		
Reason for leaving or wishing to leave:-		
Period of Notice required to terminate present employment:-		
Please notify us of dates when you are available for interview:		

### 4. Previous Employment:

4:1 Name & Address of Employers	Position Held	Reason for leaving	Date From	Date To	Final grade / salary ↓
Post Code			(Office use) Any gaps from last post Years ____ Months ____		
			Description of Duties		

## 4. Previous Employment: continued

4:2 Name & Address of Employers	Position Held	Reason for leaving	Date From	Date To	Final grade / salary ↓
Post Code			(Office use) Any gaps from last post Years ____ Months ____		
Description of Duties					
4:3 Name & Address of Employers	Position Held	Reason for leaving	Date From	Date To	Final grade / salary ↓
Post Code			(Office use) Any gaps from last post Years ____ Months ____		
Description of Duties					
4:4 Name & Address of Employers	Position Held	Reason for leaving	Date From	Date To	Final grade / salary ↓
Post Code			(Office use) Any gaps from last post Years ____ Months ____		
Description of Duties					

**Please continue on a separate sheet if necessary**



<b>Do you have Experience?</b>	<b>5. Please explain any experience you may have: this does not have to be work experience it may be life experience.</b>
<b>Learning Disabilities</b>	
<b>Mental Health</b>	
<b>Behaviours that can challenge Setting firm Boundaries</b>	
<b>Care of frail people</b>	
<b>Personal Care e.g. helping someone get up and dress</b>	
<b>Children</b>	
<b>Autism</b>	
<b>ADHD</b>	
<b>Dementia</b>	
<b>Multiple Sclerosis (MS)</b>	
<b>Cerebral palsy</b>	
<b>Teaching life skills (e.g. how to cook, meal plan)</b>	
<b>Travel Training (bus routes and road safety)</b>	

**Other relevant skills, abilities, knowledge, and personal experience that are relevant to the position you are applying for:**



**Give one reason why we should choose you above any other applicants for this job!**

**6. Other Information** Do you have any hobbies or interests? (mention any work you consider relevant.)

## 7. Declaration

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omission, this will be sufficient grounds for termination my employment.

**Signature:**

**Date:**

If selected for interview, are there any reasonable adjustments required in order for you to attend the interview?

Yes / No

Please could you tell us what these are:

The information given by you on this form will be stored either as paper records or on a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment. Information will not be passed to any other Organisation.



**NOTICE TO APPLICANTS**

**CONVICTIONS, CAUTIONS, REPRIMANDS AND CONVICTIONS OF A CRIMINAL NATURE.**

Cephas Care is responsible for providing services to children, young people, adults and the elderly people with various complex needs.

I am sure you will appreciate that they are vulnerable; and it is, therefore, particularly important that we are careful to inquire into the character and background of applicants applying for this employment.

It is essential that, in making your application, you disclose whether you have ever been convicted, cautioned or reprimanded for a criminal offence and, if so, for what offence(s). This includes any driving offences. Due to the nature of the work for which you are applying, this post is exempt from the provisions of section 4(2) of the Re-habilitation of Offenders Act 1974, by virtue of the Re-habilitation of Offenders 1974 (Exceptions) order 1975.

Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. The fact that conviction(s) have been recorded against you will not necessarily exclude you from consideration for this appointment.

You must, therefore, answer the questions below (Please circle "yes" or "no"). If the answer is "yes" you must give details which may, if you wish, be enclosed in a separate, sealed letter marked "confidential" and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. The object of this notice is not, in any way, to reflect upon applicants` integrity but is necessary to protect the people in our care.

A copy of this notice will be sent to your referees.

**We will require a satisfactory enhanced CRB check (including an ISA check) before you can start work.**

**DO YOU HAVE A CRIMINAL RECORD?** Yes / No

**Please note:** this includes all criminal records from the age of 10 years.

Include on this form any 'spent' or old cautions/convictions/reprimands. **THESE MUST BE DECLARED!**

Number of offences \_\_\_\_\_ How long since last offence? \_\_\_\_\_ How old were you? \_\_\_\_\_

**Details of all offenses** (include dates)

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Please use a separate sheet if needed

**DECLARATION**

I confirm that all the above information is true and complete. I understand that any misleading information or any omissions will be sufficient grounds for termination of my employment if I am to be employed.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_





## WORKING HOURS

Cephas Care working hours start from 7am throughout the day until 10pm, we need staff to cover these hours, although we recognise that people have certain times when they cannot work. Staff who can be flexible in their hours are greatly appreciated.

We need staff to work at weekends. We guarantee that you will have one weekend off each month. Some staff do not want weekends off. If you want regular weekends off talk to your manager to arrange this, in some cases we can allow alternate weekends if there are sufficient staff to cover the weekend.

These are the hours I am able to work:-

Number of hours: - contracted	I cannot work before:-	I cannot work after:-
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
I prefer to start work early Yes / No	I prefer to work evenings Yes / No	I am able to work at any time Yes / No
I would like to work in Supported Living Projects 24 hour shifts. Yes / No	Other information about times you can or cannot work:	

My regular commitments:-

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_