

**Information for Home Helpers**

**About the Job:**

Our Help at Home service provides domestic support that enables people to remain independent in their own homes. As a Home Helper your tasks may include:

* General cleaning, focusing on hygiene areas such as kitchens and bathrooms
* Wash floors (kitchen and bathroom)
* Vacuuming
* Dusting and polishing
* Laundry & ironing
* Change bedding
* Change curtains and nets
* Cleaning inside cupboards
* Wash up
* Shopping calls (either with the customer or on their behalf) and collect prescriptions
* Basic food preparation (if qualified with food hygiene)

As a service we do not provide personal care and cannot administer medications.

The role is self employed, so you are responsible for your own tax and National Insurance.

We can offer you on going support and will work with your available hours, Mondays to Fridays.

It can be a very rewarding role and we look to recruit people who are professional, reliable and willing to work alongside our policies and procedures.

We also appreciate applicants who have an understanding of issues that may affect older people. This can be through either a professional or personal capacity.

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| Age UK West Sussex Logo  Charity No: 1086323 Company No: 4146487 | | | | | | | | | **Application Form**  Please do not send CVs  PLEASE TYPE OR WRITE IN BLACK INK  PRIVATE AND CONFIDENTIAL | | | | | | | |
| Position Applied for: Home Helper | | | | | | | | | | | | | | | | |
| Surname: | | | | | Title: | | | Other Names: | | | | | | | | |
| Address:  Post Code: | | | | | | | | Telephone No. daytime:  Telephone No. evening:  Mobile No:  E-mail address: | | | | | | | | |
| Do you hold a current driving licence?  Do you have access to a car for use at work? | | | | | | | | Yes/No  Yes/No | | | | | | | | |
| Present/Most recent post held: | | | | | | | | Name and address of employer: | | | | | | | | |
| Date appointed: | | |  | Annual Salary: | | | |  | | | Notice Period / Availability: | | |  | | |
| Reason for leaving last post: | | | | | | | | | | | | | | | | |
| **References**  Please give the name and address of two referees **(where applicable one of these should be your present/last employer**) References will only be taken up for short-listed candidates. Appointment will be offered subject to satisfactory references.  If you do not wish your referee(s) to be contacted prior to interview please enter an X in the relevant box below | | | | | | | | | | | | | | | | |
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| Relationship  to referee: | | | | | |  |  | Relationship  to referee: | | | | | | |  |  |
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| Name |  | | | | | |  | | Name |  | | | | | |  |
| Position |  | | | | | |  | | Position |  | | | | | |  |
| Address |  | | | | | |  | | Address |  | | | | | |  |
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|  | | | | | | |  | |  | | | | | | |  |
| Post Code | |  | |  | | |  | | Post Code | |  | |  | | |  |
| Telephone No. | | |  | | | |  | | Telephone No. | | |  | | | |  |
| Email: | | |  | | | |  | | Email: | | |  | | | |  |

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| Previous Employment History (please include voluntary work/carer Breaks/periods of unemployment), start with your current situation first. | | | | |
| Name, Address & Type of  Business of Employers |  | |  | Position  Held |
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| Education & Training (from age 11) *please list below* | | | | |
| Schools, Colleges, Universities attended | | Qualifications obtained (where appropriate) | | |
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| Are you a member of any Professional Organisation? | | | | |
| How and where did you learn of this vacancy? | | | | |
| **Why do you want this post:**  Please use this page to summarise why you would like this job and why you think you are a good candidate. Please relate your skills, knowledge and experience to the Job Description and the Specification. Please use headings if you wish (continue on a separate sheet, if necessary) | | | | |
| Do you mind working in the home of a smoker? Y/N  Do you mind working in the home where there is a pet Y/N  Which areas would you prefer to work?  Days available to work  Times available to work | | | | |

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| AWS supports Equal Opportunities Employment. We would like to support you with your application if necessary, please give details below of any support you may feel you may need during the application process and or to carry out the job satisfactorily*.’* | | | | | |
| Asylum and Immigration Act 1996 – Section 8  Under this Act the successful applicant will be required to give specified documentary proof that they are entitled to live and work in the United Kingdom | | | | | |
| All the information I have given here is true. I consent to the use of all this information when considering my application and hereby give permission for any checks to be carried out: | | | | | |
|  | Any false statement may be sufficient cause for rejection or, if employed, dismissal | | | | |
|  | It will be treated confidentially at all times | | | | |
|  | If you are successful it will form part of your personal records | | | | |
|  | If you are unsuccessful the information will be kept for the time determined by law. | | | | |
|  | | | | | |
| Signature | |  | | Date: |  |
|  | | | | | |
| **Please return completed application form by the closing date.** | | | | | |
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| Email to:  Post to: | | | [recruitment@ageukwestsussex.org.uk](mailto:recruitment@ageukwestsussex.org.uk)  Corporate Services Team  Age UK West Sussex.  Suite 2, 1st Floor.  Anchor Springs,  Littlehampton,  West Sussex.  BN17 6BP | | |



**Employment Monitoring Form**

In order to ensure that our Equality and Diversity in employment is effective, we need to obtain certain information, which will allow us to evaluate how successful our approach as an equal opportunities employer has been. It is for this reason that we would like you to fill in this monitoring form, which is confidential and will be kept separately from your application.

You are under no obligation to complete this form but if you do you are agreeing under the Data Protection Act 1998, that Age UK West Sussex may hold and use personal information about you for monitoring purposes only. If you are not offered employment with Age UK West Sussex your application will be kept for up to twelve months and then destroyed.

**This form will not be used at any stage in the selection process**

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| **Post applied for:** |
| **Age:**  Under 20 20-29 30-39 40-49 50-59 60-69 70+    **Post retirement age:**  Yes No |
| **Do you have a health problem or a disability which is relevant to your job application?**  Yes No    **If YES, what is the nature of your disability/health problem?** |
| **Gender:**  Male Female |
| **Ethnicity:**    **Asian or Asian British**   1. Bangladeshi 2. Indian 3. Pakistani 4. Any other Asian background, please state   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Black or Black British**   1. Caribbean 2. African 3. Any other Black background, please state   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Chinese or other ethnic group**   1. Chinese 2. Any other group, please state   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **Mixed**   1. White & Black Caribbean 2. White & Black African 3. White & Asian 4. Any other Mixed background, please state   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **White**   1. British 2. Irish 3. Any other White background, please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Religion:**  Buddhist Christian Hindu Jewish Muslim Sikh No Religion Other |
| **Sexual Orientation:**  Bisexual Gay Heterosexual Lesbian Other |

**This information will be used solely by Age UK West Sussex for monitoring purposes and will be treated as strictly confidential.**

**Thank you for your co-operation**

**Criminal Convictions Disclosure**

If the work involves one to one with vulnerable adults the post holder will be subject to a Criminal Record Bureau check (standard or enhanced as appropriate). You are invited to disclose any spent or unspent criminal convictions you may have. Please note that declaration of any convictions does not automatically mean that you will not be considered for the post. Our short-listing process will focus on your abilities, skills, experience and qualifications and any convictions will be considered only in relation to their relevance to the post and risk imposed. However, if you fail to declare at this point a conviction which later comes to light then you will be dismissed from the post.

You may return this information to the Director of AWS under separate cover (mark the envelope confidential). All information will be handled in compliance with current data protection law and will be disclosed to a third only party only on a ‘need to know’ basis. If your application is unsuccessful, this information will be destroyed.

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| Position Applied for …………………………………………………………………………………… | |
| Your name | …………………………………………………………………………………... |
| Address | …………………………………………………………………………………... |
| ………………………………………………………………………………………………………….. | |
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**Spent and unspent convictions including any cautions, bind-overs, warnings or reprimands issued**

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| **Date of Conviction** | **Type of Offence** | **Penalty Imposed** |
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