



# EXTRA HANDS

## Providers of Care in Norfolk

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Thank you for enquiring about a position with Extra Hands. We are pleased to enclose an application form and job description.

We would like to advise that to apply for one of our positions, care experience is desirable but not essential as we provide full training and offer career progression through the company.

Please feel free to contact us should you have any questions or need assistance with completing this form.

We look forward to hearing from you soon.

Mrs A. Walter  
Managing Director



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Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for, or are currently undertaking, is listed as an exception under the act. The work for which you are applying involves substantial opportunity for access to children and/or vulnerable adults. You are required to declare any convictions and cautions that would fall under the rules of this act.

The information you give should be supplied in a sealed envelope clearly marked 'Strictly Private and Confidential' and be addressed to Mrs A. Walter; Managing Director. This information will be treated in the strictest confidence and will only be taken into account in relation to the position applied for.

We are also entitled, under arrangements introduced for the protection of children and vulnerable adults, to carry out an enhanced DBS check of the successful applicant. The original must be shown to us prior to commencement of employment. Information received from this check will be kept in strict confidence. We comply fully to the DBS Codes of Practice and a copy is available upon your request.

The disclosure of a criminal record, or other information, will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision we will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to our published Equal Opportunities Policy.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

If you would like to discuss what effect any conviction you might have on your application, you may telephone (Mrs A Walter, Managing Director on 01485 570 611) in confidence, for advice.



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### DISCLOSURE AND CRIMINAL CONVICTIONS: RECRUITMENT OF EX-OFFENDERS POLICY

As an organisation using the Disclosure and Barring Service (DBS) service to assess applicants' suitability for positions of trust, Extra Hands of Heacham Ltd. complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Extra Hands of Heacham Ltd. is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Anita Walter, Managing Director of Extra Hands. and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Extra Hands of Heacham Ltd. to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Extra Hands of Heacham Ltd. who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.



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### Job Description: Social Carer

#### 1) Purpose and Scope

- To provide support and practical help to Service User to enable them to maintain their independence within their own environments.
- To work alongside colleague, other agencies and Health Care Professionals to achieve a high standard in delivery of service whilst promoting dignity and respect in meeting the individuals needs.

#### 2) Organisational Relationships

- Responsible to the Directors Mr D. Evans, Mrs H. Evans, Mrs A. Walter and Mr J. Back.

#### 3) Principal Duties and Responsibilities

- To encourage Service Users to maintain maximum independence taking into account their emotional and physical conditions.
- To communicate with our Service Users, their relatives, friends or other professional people to maximise their well being.
- To assist our Service Users with getting up, putting to bed, dressing/undressing, changing, washing, bathing, showering, bed bathing, oral hygiene, hair care and shaving which could include Manual Handling, hoisting and transferring Service Users.
- To assist our Service Users with feeding (including preparation of meals).
- To assist the service user / Carer to administer prescribed drugs within an individual framework agreed with the purchaser's representative.
- Toileting / emptying commodes / catheter care
- To assist or undertake general housework in order to keep the house clean and tidy for the Service User.
- To assist with or undertake washing, drying, mending, ironing and storage of clothing and household linen.
- To assist with or undertake the care of children and, if necessary, to prepare them for school.
- If required, to light coal fires, clear grates and refill coal buckets.
- To provide general support to the service user, liaising with other services as necessary.
- To share in the service users social activities, including talking to service user, helping in attempts to make and maintain contact with family, friends and the community and assist with shopping and Recreation.
- To identify changes on our Service Users condition both physically and mentally and report these to the appropriate personnel.
- To attend training, meetings and supervisory sessions as required.
- To be responsible for maintaining and improving your own knowledge and skills through experience & training.
- To ensure, as far as is reasonably practical, observance of and adherence to the provisions of the Health & Safety at Work Act 1974/1993, Manual Handling Operations Regulations 1992 & Equality Act 2010.
- To comply with all Policies and Procedures.
- To perform such other duties, of a like nature, as may from time to time be required by Mr D. J. Evans.

#### 4) Wages

- NVQ II and above trained staff are paid £8.00 per hour for evenings\* and weekends, Care staff training towards and who also do not hold recognised qualification are paid £7.23 per hour for evenings and weekends.
- Daytime\*\* work is £7.00 per hour for all staff.
- Night Sit : Awake - £8.00      Sleep - £7.00      Induction Training Rate - £6.50
- Mileage is paid at 22p per mile between Service Users.
- Travel time reimbursement is paid at £5.00 per hour based on 1 hour = 30 miles.

(\*Evening working hours are between 4.00pm and 11.00pm and \*\*Daytime working hours are between 6.00am and 4.00pm)



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### Person Specification: 'Social Care Assistant'

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Good General Education.</p> <p>Willingness to obtain NVQ II in care or equivalent.</p> <p>Willingness to attend and undertake required training including updates.</p>	<p>NVQ Level II or above in Care.</p>
<b>Experience</b>	<p>No experience necessary.</p>	<p>Previous care experience in Social or Health Care Services.</p>
<b>Skills and Knowledge</b>	<p>Car Driver</p> <p>To communicate with Service Users and colleagues clearly and appropriately.</p> <p>To record information accurately and legibly.</p> <p>To follow instruction from written care plan in Service Users home.</p> <p>To confidently complete all tasks as identified in the job description.</p> <p>To work without supervision and use own initiative.</p> <p>To be able to react in an emergency, if Required.</p> <p>To maintain professional working relationships.</p> <p>To monitor, evaluate and report.</p>	
<b>Personal Qualities</b>	<p>Ability to work within a team.</p> <p>Good interpersonal skills.</p> <p>Good Communication skills.</p> <p>Be honest, trustworthy and of good character.</p>	
<b>Other Factors</b>	<p>Own telephone.</p> <p>Ability to be flexible in working hours subject to negotiation.</p>	



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**APPLICATION FORM**

Please complete this application form in blue or black ink.  
A separate continuation sheet can be completed and attached to this form if required.

Position applied for:  Range of Hours requested:	Have you previously been employed by Extra Hands or applied for a position before:    YES / NO  Please give details:
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**Personal Details:**

Title (Mr/Mrs/Miss/Ms/other):  First Name(s):  Surname:	Address:  Postcode:  Tel No:  Mobile No:  Email:
National Insurance No:	

**General Information:**

Do you hold a full driving licence?    YES / NO

Have you any penalty points?

Do you have the use of a car at all times (if applicable)?    YES / NO

How much notice would you have to give to leave your present job?

Where did you see the post you are applying for advertised?

## Caring Experience:

Please give details of any experience you have of caring (including family and neighbours, etc):

Please state any training, both general and specific techniques, you have in caring (e.g. Moving and bathing, etc.)

What personal qualities do you feel you have to offer for this position?

Please state the date you were first employed in Social Care (if applicable):

Experience of:	YES / NO	Number of years	Details of how experience gained
Dementia	YES / NO		
Parkinson's	YES / NO		
MS	YES / NO		
Cancer	YES / NO		
Stroke	YES / NO		
Motor Neuron	YES / NO		
Young People	YES / NO		
AIDS / HIV / Infectious Diseases	YES / NO		
Learning Disabilities	YES / NO		
Mental Illness	YES / NO		
Blind / Deaf	YES / NO		
Other (please give details)	YES / NO		

**Current or most recent Employment:**

Please give details of previous and current employment for the last 5 years (if you are unable to supply at least a minimum of 3 years employment history, please give a brief explanation of the reasons why):

**Employment Details :**

Please start with your current employer or most recent details, explaining any gaps in employment.  
Please continue on a separate sheet if necessary

<b>From</b>	<b>To</b>	<b>Employer's Name &amp; Address</b>	<b>Post held &amp; brief details</b>	<b>Reason for leaving</b>



**Criminal Convictions:**

Do you have: any criminal cautions / convictions?  
YES / NO

If Yes, please refer to additional guidance enclosed.

Would you have any objections to Extra Hands carrying out a police check?

**References:**

Please supply the name and address of two referees plus their telephone numbers. One referee should be your most recent employer. If you have worked in the care industry before and can supply a referee please provide their details. References will be taken up prior to the interview.

**Reference One:**  
Name:  
  
Position:  
  
Address:  
  
  
  
Tel No:  
  
Email:  
  
Can we approach prior to interview?  
YES / NO

**Reference Two:**  
Name:  
  
Position:  
  
Address:  
  
  
  
Tel No:  
  
Email:  
  
Can we approach prior to interview?  
YES / NO

**Signature:**

I confirm that the information I have given is, to the best of my knowledge, true and complete and can be treated as part of my subsequent contract of employment.

I agree that the information given on this form may be used for the registered purposes under the Data Protection Act 1998.

Signature: ..... Dated: .....

Name: .....



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### EQUAL OPPORTUNITIES MONITORING FORM - IN CONFIDENCE

Please complete this equal opportunities monitoring form. This form will be used to gather information about the social care workforce in conjunction with the National Minimum Data Set. All information supplied will be held confidentially and will not be used with the recruitment process including any short listing.

#### Please print

- 1) Application for the post of: .....
- 2) Name (surname and forename(s) in full): .....  
.....
- 3) Title (e.g. Mr/Ms/Dr): .....
- 4) Male / Female: .....
- 5) Date of Birth: ..... 6) Age: .....
- 7) National Insurance Number: .....
- 8) I would describe my ethnic origin as:

White	
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Black Caribbean	
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Black African	
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Black Other	
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Indian	
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Pakistani	
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Bangladeshi	
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Chinese	
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Other Ethnic Group	
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Decline to Give	
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- 9) Country of birth: .....
- 10) Date of arrival in UK (if applicable): .....
- 11) Nationality: .....
- 12) Year first employed in Social Care: .....
- 13) What was your employment status and role prior to this position: .....
- 14) Is the post you have applied for: FULL / PART (please delete as applicable).