

BRIDGNORTH HOME CARE CO-OPERATIVE LTD

Offering booking and collection services for self employed care workers.



| APPLICATION FOR CO-OPERATIVE MEMBERSHIP | | |
|--|----------|-----------------|
| SURNAME: | | |
| FORENAMES: | | |
| MAIDEN NAME | | |
| ADDRESS | | |
| | | |
| | | |
| POST CODE | | |
| | | |
| TELEPHONE (LANDLINE & MOBILE) | | |
| | | |
| DATE OF BIRTH: | | |
| | | |
| NEXT OF KIN (name & contact no.): | | |
| | | |
| TRANSPORT: | YES / NO | DRIVING LICENCE |
| NUMBER | | |
| | | |
| TRAINING IN CARE – IS PROVIDED UNLESS ALREADY | | |
| ATTAINED (evidence required) | | |
| | | |

DO YOU HAVE AN NVQ QUALIFICATION IN CARE
YES / NO

IF YES PLEASE GIVE DETAILS:

| |
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| |
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HAVE YOU ATTENDED ANY OTHER TRAINING COURSES
YES / NO

IF YES PLEASE GIVE DETAILS:

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|--|
| |
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DO YOU HAVE ANO OTHER PROFESSIONAL QUALIFICATIONS
YES / NO

IF YES PLEASE GIVE DETAILS:

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EXPERIENCE/JOB RECORD:

PLEASE ENTER YOUR FULL EMPLOYMENT HISTORY CONTINUE ON A SEPARATE SHEET IF REQUIRED

| EMPLOYER | SERVICE DATES FROM - TO | JOB TITLE | SALARY | REASON FOR LEAVING |
|-----------------|--------------------------------|------------------|---------------|---------------------------|
| | | | | |

ANY OTHER RELEVANT EXPERIENCE i.e. caring for relatives or neighbours

HOBBIES AND OTHER INTERESTS

AVAILABILITY

WORK TIMES YOU ARE AVAILABLE PLEASE CIRCLE

| | | | |
|------|----------|-----------|----------|
| MON | Mornings | Afternoon | Evenings |
| TUES | Mornings | Afternoon | Evenings |
| WED | Mornings | Afternoon | Evenings |
| THU | Mornings | Afternoon | Evenings |
| FRI | Mornings | Afternoon | Evenings |
| SAT | Mornings | Afternoon | Evenings |
| SUN | Mornings | Afternoon | Evenings |

ANYTHING ELSE TO SUPPORT YOUR APPLICATION

| | |
|---|----------|
| REFERENCES | |
| DETAILS OF TWO EMPLOYERS YOU HAVE WORKED FOR INCLUDING YOUR CURRENT EMPLOYER OR YOUR LAST EMPLOYER* | |
| * NO CONTACT WILL BE MADE WITH YOUR EMPLOYER WITHOUT YOUR PRIOR AGREEMENT – IN ORDER TO SPEED UP PROCESSING TIME MAY WE CONTACT YOUR REFEREES IMMEDIATELY? YES / NO | |
| 1. NAME | 2. NAME |
| ADDRESS | ADDRESS |
| POSTCODE | POSTCODE |
| HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? YES / NO | |
| IF YES PLEASE GIVE DETAILS; | |
| CRB VETTING WILL BE CARRIED OUT AS PART OF THE RECRUITMENT PROCESS | |
| THIS INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE | |
| PRINT NAME | |
| SIGNATURE | DATE |



CARE WORKER JOB DESCRIPTION

OVERALL OBJECTIVES

- A. To help people remain in their own homes with maximum independence, dignity and choice.
- B. Part of a team working together to provide a value for money service to the elderly and disabled in the Bridgnorth district.
- C. Being Self Employed you can work whatever hours you wish which gives you freedom and flexibility to concentrate on your favourite things – if self employment worries you please be assured the office is there to support you

TASKS

- 1.1 Carry out domestic and personal care tasks as agreed with each user and set out in each individual contract, which may include any of the following:
 - i) Shopping, collecting pensions and other similar errands.
 - ii) Household cleaning and washing clothes.
 - iii) Operate domestic appliances such as ovens.
 - iv) Helping the user wash, dress, use toilet and bath.
 - v) Accompany the user to shops, doctor or other appointment.
- 2. In carrying out the above, respect the choice and individual rights of the user, and encourages as much independence as possible.
- 3.1 Comply with Co-operative policies on Health & Safety, equal opportunities and confidentiality.
- 3.2 Keep records as required by the Co-operative.
- 3.3 Training includes Moving & Handling, Adult Protection, First Aid, Infection Control, Food Hygiene, Fire Safety, Medication Administration, Health & Safety, Catheter Care & Dementia Awareness
- 3.4 Attend meetings and contribute to the running of the Co-operative.
- 3.5 Any other task that may be reasonably requested