



## Support Worker Application Form



Please complete this form and return to [recruitment@wspld.org](mailto:recruitment@wspld.org). Your application must be typewritten. Handwritten applications are not accepted.

To maximise your chance of being selected for an interview it is essential that you complete ALL sections in full.

All information provided by applicants will be treated with full confidentiality.

### Section 1 - Your Personal Details

Recruitment Campaign Number

Title                      Mr              Mrs              Ms              Miss              (Please tick)

First name

Surname

Address

Postcode:

Mobile phone number

Home phone number

Personal Email address

Where did you hear about this vacancy?

## Section 2 - Why you would be a great Support Worker

Our Support Workers practice our values in all aspects of their work to enable people with learning disabilities to lead full, happy and healthy lives, be treated as valued individuals and be a valued part of their community. Our Support Workers provide information and direct support for people to make choices and decisions in every aspect of their lives, so that they can do the things they always wanted to do and the things that they never thought possible.

Please describe below, how you meet the following areas:

1. Tell us about one thing that you are really proud of achieving that relates to helping and support others. **Please use 100-200 words.**

2. What are your expectations of working in a team and what would you do to be a good team player that delivers outstanding care to people with learning disabilities.  
**Please use 100-200 words**

### 3. Respectful, kind and making things better for people - please indicate your answer by putting a tick in the appropriate box. Please tick one box only.

Strongly Disagree	Disagree	Agree	Strongly Agree
-------------------	----------	-------	----------------

If someone has bugs in their room and chooses not to clean we can't do anything about this

If I am late for work this only affects my team

If someone wants to do an activity which is outside my normal working hours then it is my job to help that happen

### 4. Understanding of safeguarding - please indicate your choice by putting a tick in the appropriate box

Strongly Disagree	Disagree	Agree	Strongly Agree
-------------------	----------	-------	----------------

People I may be supporting are vulnerable and may need me to speak up if they are at risk of harm

We need to protect people from themselves and others even if that means there are things they can't do

If someone discusses an incident of abuse but tells me in confidence I cannot tell anyone else.

The records we keep are to prove I have been at work

### 5. Fitness for work - tick yes or no to indicate your answer.

Yes	No
-----	----

Some people may need support with their movement which needs me to use moving and handling equipment (hoists and wheel-chairs) and with training believe I am able to do this

Some people are very active and I will need to be able to support them with their interests including sports

Some people have needs which mean I will need to learn and use techniques to keep everyone safe

Some people may find going out difficult and my job will be to encourage and enable this to happen regardless of the weather or time

I may have to help people with intimate personal care which may include bodily fluids (blood, wee or poo), gloves will be provided.

**3. Good team working skills and the ability to undertake administrative tasks and a basic understanding of Microsoft, word, excel and outlook - Please indicate your choice by putting a tick in the appropriate box**

Yes

No

Skills with computers and word processing skills such as Outlook and word

Language skills other than English

Good English (written and verbal)

The ability to do basic maths

## **Section 3** - Your Current Employment

**Please give details of your current or most recent job – this may include voluntary work or work experience.**

Name of the organisation you work for

Job title

Start date of employment

Month

Year

End date of employment (if applicable)

Month

Year

Salary (if applicable)

£

Brief description of duties / responsibilities

Reason for leaving

## Section 4 - Your Previous Employment

You must provide details of your full employment history. Therefore, please give details of your previous employment in date order, starting with the most recent jobs you have had. Where you have been employed by an agency, please outline the details of the agency as well as the placement(s). Also, include any previous work with the Westminster Society and voluntary work / work experience you may have had.

If you need more space to detail all of your employment history, please do so on a separate sheet of paper and attach it to your application form.

Name of the company

Job title

Start date of employment	Month	Year
--------------------------	-------	------

End date of employment	Month	Year
------------------------	-------	------

Salary (if applicable)	£
------------------------	---

Brief description of duties / responsibilities

Reason for leaving

Name of the organisation

Job title

Start date of employment	Month	Year
--------------------------	-------	------

End date of employment	Month	Year
------------------------	-------	------

Salary (if applicable)	£
------------------------	---

Brief description of duties / responsibilities

**Section 5** - Any employment gaps you may have

If you have had **any** gaps in your employment history you **must** provide full details here.

Date from Month/ Year	Date to Month/ Year	Reason for gap in employment
--------------------------	------------------------	------------------------------

## Section 6 - References

A final offer of employment is subject to the Westminster Society receiving a minimum of 2 satisfactory references covering the last three years of your employment history. A referee from your current or most recent employer must be given.

Details of the referee from your current or most recent employment and previous employer must be provided in this section, and you must include details of:

- the name of your manager
- the name of the company / organisation
- the company / organisation email address (please note that we do not accept references (that are sent from a personal email address)
- a contact telephone number

References from relatives or friends are not acceptable.

If you have not previously worked and wish to provide education references, please use a separate sheet of paper to provide these details. There can be delays in being able to provide a final offer of employment and agree a start date, because of difficulties in obtaining references. Therefore, it is important that you contact your referee's to let them know that they may be receiving a reference request.

It is also important that any referees you put down are willing to provide a reference and that they are aware that if a reference is not provided it will affect our ability to offer you employment.

### Reference 1

Name of company /  
organisation:

Dates of employment  
from / to:

Name of manager:

Company / organisation  
email address:

Company / organisation  
telephone number:

### Reference 2

Name of company /  
organisation:

Dates of employment  
from / to:

Name of manager:

Company / organisation  
email address:

Company / organisation  
telephone number:

### Reference 3

Name of company /  
organisation:

Dates of employment  
from / to:

Name of manager:

Company / organisation  
email address:

Company / organisation  
telephone number:

## Section 7 - Education and Training

Please provide details of your education and training below. Please include any qualifications or courses attended (this includes non-certificated courses) which are relevant to the role of Support Worker.

Date from Month/ Year	Date to Month/ Year	Name of School / College / University	Qualification gained/ training completed
--------------------------	------------------------	--	---

## Section 8- Other information about you

Do you consider yourself to have a disability or special need?      Yes                  No

If you have answered yes, please give further details, including any specific requirements you have that we need to consider if you are invited to an interview.

Do you require a work permit or visa to work in the UK?                  Yes                  No

If you have answered yes, please state the type and expiry date of the work permit or visa.



## Section 9 - Criminal Convictions

Support Worker posts are exempt from the provisions of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (exemption) order 1975.

Therefore you are asked to disclose whether you have any previous convictions, cautions, reprimands, or final warnings, regardless of whether they are "spent" or not.

All successful candidates will be required to have a criminal record check which will be carried out by the Disclosure and Barring Services (DBS). A criminal conviction will not necessarily debar you from employment with the Westminster Society.

Have you ever been cautioned / reprimanded / bound over / convicted of a crime (spent or otherwise) ?

Yes                      No

If you have answered yes, please give details below outlining the date, place and nature of the offence and outcome:

## Section 10 - Your Declaration

I consent to the Westminster Society holding my personal data provided within this application form for the purpose of recruitment and selection.

Signature

Date

## Section 11 - Privacy Notice/General Data Protection Regulation (GDPR)

### Privacy Notice

The personal data provided in this application is used for the following purposes by the Westminster Society.

### Unsuccessful applications

- Meet our legal obligations
- Pursue our legitimate interests

The application information provided is used to assess your suitability for the job role, and recruitment and selection purposes. The personal data you provide may be used to contact you to inform you about our interviewing process. All your personal data will be stored electronically in a safe place with limited access for a period of 6 months. Thereafter the application form will be safely deleted from all our systems and records.

### Successful applications

- Meet our legal obligations
- Pursue our legitimate interests

The application information provided is used to assess your suitability for the job role, and recruitment and selection purposes. The personal data you provide may be used to contact you to inform you about our interviewing process. All your personal data will be used to create your personnel records and will be stored electronically in a safe place with limited access for the duration of your employment.

### Applicant consent

I hereby consent to the Westminster Society processing, handling, holding and maintaining my personal data within this application form, as outlined above.

Signature:

Date:

**Thank you for completing your application form**

Please return your completed form via e-mail to [recruitment@wspld.org](mailto:recruitment@wspld.org)

We will contact you as soon as possible to let you know if you have been short-listed and if you have, when your interview will be.

Unfortunately we are unable to provide feedback to candidates who are not short-listed for an interview.

If you are short-listed for an interview, we look forward to seeing you and wish you all success.