



Application Form for support workers

Please complete this form and return to recruitment@wspld.org. Your application must be typewritten. Forms that are not legible may not be accepted.

You must complete ALL sections in full.

1 - Your Personal Details

Title Ms Miss Mrs Mr Other

First name

Surname

Address

Postcode:

Mobile phone number

Home phone number

Personal Email address

We will use this as your default method of correspondence

Where did you hear about this vacancy?
Give their name if they work for us

2 - Why would you be a great support worker?

Our Support Workers practise 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.

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. Tell us how you are a great team player. Please use 100-200 words

2 - Why would you be a great support worker

Mark one box only for each question

Strongly Disagree Disagree Agree Strongly Agree

Do you share our values?

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 make that happen.

Are you caring?

Sometimes you might be too busy to pass the time of day with someone we support

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

Do you communicate well?

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

It does not matter if I have poor handwriting when I write about the people we support.

Are you responsible?

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.

Are you able?

Yes

No

With training I am able to support people with their movement (e.g. wheelchairs, hoists).

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

Some people have needs which means I will be able to learn and use techniques to keep everyone safe.

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

I will be able to support people (same and opposite sex) with personal care needs, including bathing and using the toilet and can do this with dignity and respect.

3 - Most recent work experience

Please give the details of your current or most recent work – if appropriate this could be voluntary work or work experience.

Name of the organisation

Address

Job title

Start date

Month

Year

End date

(leave blank if still there)

Month

Year

Salary

Notice required

Reason for leaving

Duties

4 - Previous work experience

Please give your full employment history. Include any previous work with the Westminster Society and any relevant voluntary work or work experience. List additional experience in a separate email.

Employer	Dates employed		Position(s) held	Reason for leaving
	From	To		

5 - Gaps in employment

List any gaps in your employment.

From	To	Reason for employment gap
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6 - Education and training

Give details of your education and training relevant to the role of support worker.

From	To	Name of school/ college/ university/ training provider	Course and any qualifications gained
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7 - 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. A criminal conviction will not necessarily debar you from employment with the Westminster Society – we will undertake a risk assessment related to your conviction(s) and the post offered.

Have you ever been cautioned / reprimanded / bound over / convicted of a crime (spent or otherwise)?	Yes	No
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If "Yes" please give details below:

8 - Other information

Please mark in the box if you would you like us to consider reasonable adjustments for interview as a result of a disability, impairment or health condition.

What would you like us to consider?

On what basis do you have the right to work in the UK? Please mark one

a) UK / EEA citizen

b) Work permit/ visa
Please detail below

c) Other
Please detail below

Have you ever been subject of an investigation or formal action at work (e.g. capability or disciplinary)? If "Yes" please give details below:	Yes	No
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Have you ever been the subject of an investigation or formal action by a regulatory authority (e.g. Local Authority, professional standards body, CQC) including, but not limited to safeguarding? If "Yes" please give details below:	Yes	No
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9 - Referees

Any offer of employment is subject to a minimum of 2 satisfactory references. References from relatives or friends are not acceptable.

You must provide referee details for:

- Your current or most recent employment
- Previous employers to cover the last 3 years
- Employers more than 3 years ago if you worked in adult social care
- A character referee who has known you for at least 3 years if you cannot provide employment references that cover ALL of the last 3 years.

Reference 1

Organisation

Address

Role you did

Dates you were there

Referee's job title

Phone number

Professional Email address

Reference 2

Organisation

Address

Role you did

Dates you were there

Referee's job title

Phone number

Professional Email address

Reference 3

Organisation

Address

Role you did

Dates you were there

Referee's job title

Phone number

Professional Email address

Detail any additional referees in a separate email.

10 - Work preferences

Do you want to work days or nights? (Mark one) Days Nights

How many days a week do you want to work? (Mark one)

5

4

3

2

I want to work sessionally and choose when I work (Care bank work)

Are you able to start work at 7.30 am when working an early shift? Yes No

Are you able to finish work at 10.00 pm when working a late shift? Yes No

Are you able to work in a service with sleep ins? Yes No
*This normally means starting your shift at 1:00pm, going to sleep on site at 10.00pm, starting your shift at 7.00am the next day and finishing 1.00pm
(You would receive an additional payment each time you sleep in)*

If you want to work **4 or 5 days** per week, are you able to work alternate weekends? Yes No

If you want to work **2 or 3 days** per week are you able to work some weekends each month? Yes No

Are you able to use a computer to read and write documents? Yes No

Are you able to read and write emails? Yes No

Can you use mobile phone based apps? Yes No

If you have marked "No" in any of the boxes above please provide an explanation below:

If you have said "No" as part of any interview or as part of our compliance checks if you are successful at interview we may need to discuss with you how it to may impact on your suitability for the role.

Please detail any commitments you would want us to honour – e.g. days you cannot or prefer not to work (please give reasons), times of day you cannot work, courses you attend.

The Society may agree to honour commitments you have outlined here; any agreement would be detailed in your offer of employment. The Society reserves the right to subsequently review this in consultation with you if necessary for the provision of our services.

Where would you prefer to work?
(Mark all that apply)

- Westminster
- Kensington & Chelsea
- Camden
- Islington
- Any area

What group(s) of people would you prefer to support?
(Mark all that apply)

- People with profound multiple learning disabilities
- People with autism and mental health needs
- People with ageing and dementia needs
- People in the community (outreach work)
- Any group of people we support

11 - What happens next?

Please complete this form and return to recruitment@wspld.org along with any additional information.

You will not normally be called for an interview if you have not completed an application form and demonstrated your suitability for work at the Society. If you have attended an open day you must complete an application form after the open day if you have not already done so.

If we decide to offer you work at the Society we will offer it subject to a number of conditions and checks. You must meet all these conditions and pass our compliance checks to have your offer confirmed. Some of these are legal requirements, others are to confirm that you are honest, can be trusted to work with vulnerable adults, have the capability to do the work and that you are committed to our values.

Our compliance checks can take some time, so we ask you to:

- Provide accurate and timely information
- Respond quickly and constructively to requests for clarification or further information
- Contact your referees to let them know that they will be receiving a reference request and ask them to respond quickly.

If you do not we may withdraw any offer of employment.

Full employment history

If you have applied to work with adults you will have to provide a full employment history (including any gaps) for the period since you left full time education, including the reason for leaving any related employment.

Satisfactory references

We will need to get references covering:

- Your current or most recent employment
- Previous employers to cover the last 3 years
- Employers more than 3 years ago if you worked in adult social care
- A character referee if you cannot provide employment references for the last 3 years.

Where you have undertaken related work we will need to establish evidence of good conduct in that work.

You must provide a professional email address for your referees; gmail, hotmail and similar addresses cannot be used.

Disclosure and Barring Services (DBS) criminal record check

We will obtain an enhanced DBS check for all successful candidates. If you are not a member of the DBS update service you will need to join it.

Identity and right to work in the UK

You must provide documentary evidence of who you are and that you can legally do the work on offer – you will need to bring your documents to our Head Office.

Fitness to work

We must be satisfied that you are fit enough to do the work offered – you will need to complete a health form that will be reviewed by our occupational health service.

Adjustments

If you pass our fitness requirement and tell us about a disability, impairment or health condition that affects your ability to do your role we may be able to make reasonable adjustments to make a work offer viable or to reduce barriers. Adjustments may be made if they are practical, affordable, not unreasonably disruptive and the remaining job is still a viable role.

If any of these checks are completed not to the Society's satisfaction or within a reasonable timescale any offer of employment will be withdrawn.

12 - Declaration

I understand that the information contained in this form is personal data, which will be held on computer and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Act 2018. I understand that if I am not appointed this data will be held for 6 months and then destroyed.

I declare that I have been honest and the information given on this form is correct to the best of my knowledge.

I give permission for the release of my employment information for both past and present employment in the form of a reference to The Westminster Society as part of their pre employment checks.

I understand that my application may be disqualified or, if appointed, formal action, including dismissal could be taken against me if I have given any false information or misrepresented anything.

I understand that if I enter my name in the signature box instead of a real signature and submit this application by email I accept and agree to be bound by the conditions of this declaration.

Signature

Date