



Job Overview

We offer support to people to enable them to live independently at home or we provide packages of care to help people to return home after a stay in hospital or other supported living. Support staff will undertake a range of tasks which have been agreed with the client and which meets their particular, individual identified needs. We are looking for people to join our teams and the level at which you will be placed will depend on your own preference as well as discussion with ourselves related to experience, skills and relevant qualifications. Following a successful interview you will be required to attend induction and given further details related to terms and conditions of employment. Acasa Care aims to encourage personal and professional staff development so there may be an opportunity for progression and further training. Job specifications are as follows for:-

- **Personal Support Worker**
- **Cleaner**

Job Title: Personal Support Worker

Salary: £7.75 an hour

Job Title: Cleaner

Salary: £7.25 an hour

Key Qualities for all positions

- Commitment
- Warmth
- Punctuality
- Reliability
- Understanding of confidentiality
- Flexibility
- Use of initiative
- Ability to respond appropriately to clients and respect their rights (including choice, dignity, privacy, safety, equality, diversity, potential)

The induction and training programme is mandatory and further training will be provided to ensure all Acasa staff develop their existing skills as well as identify and gain new skills.



Job Description - Personal Support Worker

Key Tasks

- To provide support to clients primarily at home either individually or as part of a team
- To offer personal care as assessed which could include elements of toileting, dressing, bathing, making meals, light housework
- To be involved in the completion of recording procedures to ensure consistency and safety for both clients and staff
- To promote independence and provide a range of social and recreational activities at individual and family request
- To assist as required for activities outwith home environment
- To develop positive relationships with clients, their families and professional colleagues
- To work co-operatively as part of a team including attending and contributing to team meetings
- To ensure that work is undertaken within agreed policies and procedures of Acasa Care, including adhering to the SSSC Codes of Practice and SCSWIS standards.
- To participate in training and personal career development

Job Description – Cleaner

Key Tasks

- To complete cleaning tasks to high quality as agreed at individual client assessment
- To be involved in the completion of recording procedures to ensure consistency and safety for both clients and staff
- To work co-operatively as part of a team including attending and contributing to team meetings
- To ensure that work is undertaken within agreed policies and procedures of Acasa Care, including adhering to the SSSC Codes of Practice and SCSWIS standards.
- To participate in training and personal career development

The above is intended to give prospective applicants an overview of the post, the tasks and the context within which the job is being offered. It does not purport to be an exhaustive statement of Term & Conditions of Employment with Acasa Care. Applicants will be given an adequate opportunity to discuss issues of that nature at initial interview.



APPLICATION FORM

Personal

(Please complete this section in BLOCK CAPITALS)

Surname:

First Name:

Address:

Postcode:

Home Telephone Number:

Mobile Telephone Number:

Email Address:

Full Driving Licence: **Yes** / **No** Endorsements: **Yes** / **No**

If YES, please give further details including dates:

Are you involved in any activity which might limit your availability to work or your working hours e.g.

Local Government or Other work? **Yes** / **No**

If YES, please give full details:

Are you subject to any restrictions or covenants which might restrict your working activities?

Yes / **No**

If YES, please give full details:

Are you willing to work overtime and weekends if required? **Yes** / **No**

Please give details of any hours which you would not wish to work:

It is a criminal offence for barred individuals to apply to work with children or vulnerable adults in a regulated activity. Are you on a barred list? **Yes** / **No**



Have you any convictions, including both spent and unspent convictions under the Rehabilitation of Offenders Act 1974? (A copy of the Company's Equal Opportunities Policy and Disclosure and Disclosure Information Policy is available on request. These reflect the CRB / Disclosure Scotland Codes of Practice) **Yes / No**

If YES, please give full details:

If offered employment, you will be required to complete a Medical Questionnaire. Are you prepared to undergo a medical examination before starting employment? **Yes / No**

Have you ever worked for this Company before? **Yes / No**

If YES, please give full details:

Have you applied for employment with this business before? **Yes / No**

Do you need a work permit to take up employment in the U.K.? **Yes / No**

Education

Secondary Schools Attended	From:	To:	Examinations and Results
College or University	From:	To:	Courses and Results
Further Formal and / or Job Related Training	From:	To:	Diploma / Qualification



Please give details of membership of any technical or professional associations:

Please list languages spoken and the level of competence:

Employment Details

Please give details of your past employment, **excluding** your present or last employer, stating the most recent first.

Name and Address of Employer	Dates	Position Held / Main duties	Reason for Leaving



Present or Last Employer

Are you currently employed?

Yes / **No**

Name of present or last employer:

Address:

Telephone Number:

Nature of Business:

Job Title & Brief Description of Duties:

Reason for Leaving:

Length of Service:

From:

To:

Interests, Achievements, and Leisure Activities

(e.g. hobbies, sports, club memberships)

Supplementary Information

Please tell us why you want to join us and why we should take you on. List any further information to support your application e.g. past achievements, what you want for the future, what you are good at etc.



Declaration

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.

Given the nature of the job for which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by the Criminal Records Bureau / Disclosure Scotland. I will be given a copy of the Company's Equal Opportunities Policy, which includes information relating to the recruitment of ex-offenders. Please ask if you require this prior to interview.

Signed:

PRINTED:

Date:

References

Please give the names of two people (**one of which should be your present or most recent employer**) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? **Yes / No**

Name:

Position:

Address:

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Tel. No.:

E-mail:

Name:

Position:

Address:

.....

Tel. No.:

E-mail:

Source of Application

How did you hear of this vacancy?

Please e-mail the completed application form to info@acasacare.co.uk or post to Acasa Care Limited, Linburn House, Station Road, Auchtermuchty, Fife, KY14 7DP.

Thank you for your interest in Acasa Care. If your application is successful we will be in touch to arrange an interview.