PLEASE RETURN THIS FORM TO THIS ADDRESS:

Via email to: DPSOemploymentSupport@leics.gov.uk

Thank you for your interest in the post of: Personal Support Assistant REF:

Please find enclosed a copy of the application form to be returned by date specified on the advert.

Applications must be received by this date to be considered.

**This post has been advertised for a disabled person by Leicestershire County Council. If you are successful, you will be employed by the disabled person and not Leicestershire County Council.**

Direct Payments are payments provided to disabled people who are eligible to receive a service, and who choose to employ their own assistants rather than having carers arranged by Adult Social Care Services. The disabled person will be the employer and in doing so, has choice and control over how their support is delivered.

Leicestershire County Council provide advice, information and support to disabled people who choose to have Direct Payments, including the advertising of posts and collecting job applications. **We do not have any say on who is selected for the interviews.** The application forms are sent to the disabled person for consideration.

**Please note that if you do not hear anything within four weeks of the closing date, you should assume that you have not been selected for interview on this occasion.**

Leicestershire County Council, Adults & Communities Department

If you would like further information about the Direct Payment Scheme please visit the Leicestershire County Council website.

**CONFIDENTIAL APPLICATION FORM**

#  POST DETAILS

|  |  |
| --- | --- |
| Post applied for:  |  **Social care – Personal care assistant**  |
| Where did you see this post advertised?        |

 **PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname:       | First Names:       |
| Title:       | Home Telephone No:       |
| Address:      | Business/Mobile Telephone No:       |
| Do you have a current full Driving Licence? | YES/NO |
| Do you have use of a vehicle?  | YES/NO |
| Post Code:       |  |

**Current Employer**

|  |  |  |
| --- | --- | --- |
| Employers Details  | Brief Details of Current Job and Duties performed. | Date Started:      Notice Required:       |
|       |       |

**Which of the following sessions would you be able to work?**

Please tick all the boxes that you could work.

[ ] weekday mornings [ ] Sat mornings [ ] Sun mornings

[ ] week afternoons [ ] Sat afternoons [ ] Sun afternoons

[ ] weekday evenings [ ] Sat evenings [ ] Sun evenings

Would you be able to sleep-in at my house overnight? [ ] regularly [ ] occasionally [ ] never

Could you work extra hours at short notice? [ ] yes [ ] no

**REFERENCES**

Details of two referees are required; one of which should be from your present or last employer. If you have recently left school or college it should be from your teacher/lecturer. If you have any strong objections to either reference being sought prior to any job offer, please indicate below. Please note that no offer of employment can be made without receipt of satisfactory references

|  |
| --- |
| Name:       Name:       Address: Address:           Telephone No: Telephone No:      Title/Position:       Title/Position:      Relationship to applicant: Relationship to applicant:           Do not contact without Do not contact without  permission [ ]  permission [ ]  |

**INTERVIEW ARRANGEMENTS**

|  |
| --- |
|  Please indicate below any dates when you would not be available to attend for interview:       |

**EMPLOYMENT HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Post Title | Salary | Date Employed | Reason for leaving |
|       |       |       | FromMM/YY      | ToMM/YY      |       |

**Describe any hobbies or interests you have**

**SUMMARY OF EXPERIENCE AND SKILLS**

|  |
| --- |
| Please give details of any experience, skills and qualities which you have relevant to the post in support of your application and that you feel are important as a personal assistant to a disabled employer. Please use the space below and the enclosed additional sheet if necessary.       |

Have you ever been in trouble with the police? [ ]  yes [ ]  no

**Because of the nature of this job, it is exempt from the Rehabilitation of Offenders Act and you must tell me about any previous convictions which you may have had at any time. Any information you provide will be kept confidential and will not automatically stop you from being considered for the job. You will also be required to undertake an enhanced Criminal Records Bureau Check (see below).**

If yes, please give details:

Do you have the right to work in the UK? [ ]  yes [ ]  no

Is this subject to any restrictions [ ]  yes [ ]  no

If yes – please give details

Please note – you will be expected to provide details of you right to work in the UK if you are invited for an interview.

**THESE HEALTH QUESTIONS ARE BEING CARRIED OUT IN ACCORDANCE WITH SECTION 60 PARAGRAPH 6 OF THE EQUALITY ACT 2010**

**PLEASE DETAIL YOUR SICKNESS ABSENCE (SCHOOL/COLLEGE/WORK) IN THE LAST YEAR, INCLUDING NUMBER OF DAYS AND FREQUENCY.**

**PLEASE DESCRIBE IF YOU HAVE ANY HEALTH ISSUES THAT WOULD AFFECT YOUR ABILITY TO DO THE TASKS DESCRIBED IN THE JOB DESCRIPTION.**

**DO YOU CONSIDER YOURSELF DISABLED?** **[ ]  YES** **[ ]  NO**

**Declaration:**

**I declare that I have answered the questions in this form truthfully and that all the information I have given is correct. I understand that, if I am employed and it later becomes apparent that the information is not accurate, I will be dismissed.**

Signed: Date:

**Please return this form to:**

**Email; DPSOemploymentsupport@leics.gov.uk**

The personal information collected on this form will be processed in accordance with the Data Protection Act 1998, for the purpose of recruitment. It will not be disclosed to any external body without your express written consent.

**GUIDANCE ON DISCLOSURE OF CRIMINAL RECORD**

**(ENHANCED DISCLOSURE)**

Prospective employers are entitled to ask about applicants' criminal records subject to the provisions within the Rehabilitation of Offenders Act (RoOA) 1974 concerning 'spent' convictions. However certain types of jobs, set out in the RoOA 1974 (Exceptions) Order 1975 and the RoOA 1974 (Exceptions) (Amendment) Order 2001, are exempt from those provisions. The exemptions cover:

* Jobs whose normal duties include caring for, training, supervising or being in sole charge of children or vulnerable adults.
Jobs whose normal duties involve carrying out work of any sorts in:

 - A care home or residential care home which is exclusively or mainly for children

 - An educational institution which is exclusively or mainly for the

 full-time education of children

 - A children's home or voluntary home

 - A home provided under s.82(5) of the Children Act 1989

 - Day care premises for children under 8.

* Jobs whose normal duties involve unsupervised contact with children under arrangements made by a responsible person.
Any employment in connection with the provision of social services which enables the holder to have access to any of the following classes of person in the normal course of his/her duties:

 - Over age 65

 - Suffering from serious illness or mental disorder of any description

 - Addicted to alcohol or drugs

 - Blind, deaf or without speech

 - Substantially and permanently disabled by illness, injury or congenital deformity.

* Any employment which is concerned with the provision of health services and which is of such a kind as to enable that person to have access to persons in receipt of such services in the normal course of his/her duties.
Any employment carried out wholly or partly in the precincts of a prison, remand centre or young offenders institution.
Jobs whose normal duties include supervising or managing an individual in his/her work in one of the above.

**All applicants are required to provide details of any criminal convictions, cautions, reprimands and final warnings on the enclosed declaration form. The job for which you are applying is covered by the exemptions listed above and you are, therefore, required to declare all convictions of whatever nature (including driving offences), both current and 'spent', even if the conviction occurred some years ago. In addition you are required to declare any other information which may have a bearing on your suitability for the job.**