



One to One
Support Services

Excellence & Quality in Specialist Staffing

Job Application Pack

Care Support Worker Role

Communication - Children & Families - Training & Consultancy - Disability - Elderly - Supply Staff

Welcome to **One to One Support Services**



*Melanie Ulyatt
Managing Director*

Dear Candidate,

Thank you for requesting a job application pack and for your interest in One to One Support Services.

This pack contains the Job Description, Person Specification, Candidate Guidelines, Equal Opportunities Monitoring Form & the Application Form.

Also included is information about One to One Support Services. Please pay particular attention to the notes on the Person Specification; as these highlight which qualities we will be looking for from your form.

If you are emailing your response to us, please send all the required documents to:

Jobs@OnetoOneSupportServices.co.uk

(Please ensure your name is incorporated into the title of the document.)

If you prefer post, please send it to:
One to One Support Services
Devonshire Court. 25A Devonshire Terrace.
Heath Road. Holmewood,
Chesterfield. Derbyshire. S42 5RF.

Should you require proof of receipt of your application, please include a stamped self addressed envelope.

If you do not hear from us within 6 weeks of your application please presume you have unfortunately not been selected for the interview process.

For any other queries, please call the office, Tel: 01246 200018

Thank you very much for your application and the very best of luck, we hope to see you soon!

A handwritten signature in black ink that reads "Melanie Ulyatt".

Melanie Ulyatt F.C.M.I
Managing Director

Find us online!



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"Quality only truly happens when you care enough to do your best"



About One to One Support Services

We believe in providing excellence and quality in specialist staff. When you join One to One Support Services you will feel part of a team that makes a difference to individual's lives.

There are also many benefits to joining us, these include:

- Excellent rates of pay -earn up to £10.50 per hour
- Full induction and training opportunities
- One-to-one supervisions and monthly staff meetings
- Annual staff events
- Opportunities for career progression and promotion
- Bupa and Pension plans offered to all staff
- Staff Awards- We reward hard work
- Free uniform provided



Did you know?

We're also a qualified Training Academy and can offer you Care qualifications, diplomas, apprenticeships and courses to enhance your career!

The Services we offer:



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We will decide who to invite for interview based on the information provided in completed applications. Therefore, you should use the Application Form to demonstrate your suitability for the post. Please note that we will only accept curriculum vitae from disabled applicants whose disability makes it difficult for them to complete an application form. All applicants, however, need to show us how they meet the person specification.

• **You should complete all parts of the Application Form. If you think some parts do not apply, write N/A (Not Applicable) in the spaces provided.**

• **Please use black ink or type only. This is to make clear and precise the information you are sharing with us.**

• **We will not make any assumptions about you, your skills or abilities. If you don't tell us, we cannot know.**

Use extra sheets if you wish to provide additional information.

Check with your referees that they are happy to support your application before you submit the form to us.

It is useful to take a copy of your application form before you return it to us.

Applications received after the closing date will not normally be considered, please make sure you send it in on time.

Job Description

You should have received a job description and a person specification with this application pack. They include:

Job Description

- Job title
- Salary Grade
- Location
- Purpose
- Main tasks of the job

Person Specification

- Experience needed
- Skills, abilities and knowledge candidate needs to perform the job effectively



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What is Domiciliary Care?

Domiciliary Care, sometimes known as home care or home help, covers a number of different services available to clients in their own home.

Our services are provided so our clients can remain as independent as possible. The help we provide is specialised and may be short term or long term.

Our services can be provided in the clients place of residence, education or employment. We also accompany them to other settings e.g Health Care, Residential homes, respite care etc.

We don't perform house keeping chores, nor do we work with people who suffer from drug or alcohol abuse.

Our Teams



Children's and Families

For families and children with additional support needs, respite, disabilities, sitting services and general daily life activities.



Disability Services

For people with either a physical or learning disability



Communication Services

For people with sensory impairments or complex communication systems. For people with acquired sensory loss or people with sensory impairments from birth.



Older Persons Services

General assistance for older persons at a time and place to suit them.



Mental Health Services

We provide this service for those who have experienced any type of mental health problem, and would benefit from support in the community.



Supported Living

We provide supported living services to those who are wanting to live independently in the community with their own tenancy and their chosen support package.

Support for Completing the Application

If you require further information or assistance in completing your application form please contact the office.

One to One Support Services will endeavour to provide facilities where appropriate to assist a disabled person to help them undertake the job, if appointed. You are therefore encouraged to identify any requirements in your application in order to assist us in meeting our obligations under the Disability Discrimination Act.

If you would like help completing your application, please contact us before the closing date and we will be glad to help you.

Format and Interviews

Only applicants who have demonstrated that they meet the essential criteria in accordance with the person specifications will be short listed for interview. Under the Disability Discrimination Act, One to One Support Services must be prepared to make reasonable adjustments to meet the needs of disabled applicants and employees. This is included in our Equal Opportunities Policy.

If short listed you will be invited to attend an interview. For some posts, particularly where they are of a special nature or where there are a large number of applications, applicants may be requested to undertake written exercises or tests or to prepare a submission for presentation as part of the interview process. If this is the case you will be informed in the letter inviting you to interview.

Interview panel members will ask you questions and make notes. You will have the opportunity to ask questions about the job and the terms and conditions of service.

Disclosure and Barring Service (DBS)

For successful applicants only:

For appropriate positions it is our policy to obtain disclosures from the Disclosure and Barring Service. This process is initiated only once an applicant has been given a conditional offer. **Candidates are expected to pay the full cost for their DBS.** Unless you are already on the updated DBS services with a transferable check.

The successful candidate will be required to disclose any convictions, cautions or ones pending.

Under the terms of the Rehabilitation Of Offenders Act 1974. Any individual disclosure made or details of convictions / cautions by the DBS will not automatically bar you from consideration for the appointment to the post under application.

Further details of this process will be provided to you if you are successful at interview.

For the majority of posts within the company an Enhanced Disclosure will be required as staff often have access to vulnerable children and adults. These posts are exempt from the rehabilitation of offenders act 1974.

DBS

Medical Questionnaire and Declaration of Health

You will be required to complete a medical questionnaire and health declaration form should you be offered a post.

This information is confidential



References

All offers of employment are subject to receipt of two satisfactory written references. Please provide the names, addresses and telephone numbers of two referees, one of whom should be your present or most recent employer or an academic referee if more appropriate.

Referees will not be contacted without your prior permission. Family members will not be considered as a suitable referee.

One or both referees must have known you personally for at least 2 years.

Equal Opportunities Monitoring Information

One to One Support Services recruits and selects employees by using job-related criteria (the person specification). To ensure that this process is fair, we need to find out how you found out about this vacancy. Also, we would like information about your age, gender, marital status, ethnic origin, and disability and religious belief.

We then compare, anonymously, who applies, who we shortlist, and who we appoint, with information about the labour market.

Please complete the enclosed Equal opportunities monitoring information form and return it with your application. Please note that this information is separated from the application form before short listing and interviewing.

Meeting The Person Specification

This section of the Application form is particularly important.

When completing your application you must show how you meet the person specification rather than the job description. The person specification is divided into what the successful applicant must have (the essential criteria) and what it would be helpful for them to have (the desirable criteria).

If you do not provide evidence of how you meet, at least, the essential criteria, it is unlikely you will be short listed.

Evidence of skills and experience

Experience, skills, abilities and knowledge that you have gained outside paid work are useful and valid, so please tell us about them if you feel they will help you to do the job. For example, if the person specification asks for “experience of organising events” you may not have gained this experience through paid work. However, you may have developed your organisational skills through involvement in a club or social group.

Whichever way you have gained the experience, skills, abilities, or knowledge mentioned in the person specification, you should tell us about it. Remember, we can only decide to invite you for interview based on the information provided in your application.

The successful candidate will be asked to produce prior to commencing employment;

- A) Qualification certificates (Originals)
- B) A birth certificate / Passport
- C) Driving License (Where applicable)

Any false declarations or the production of fraudulent documents will automatically result in the offer of appointment being withdrawn.





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