

## Application Form

Post Applied for: \_\_\_\_\_

Closing date: \_\_\_\_\_

### 1. Personal Details

Surname: \_\_\_\_\_

Forenames (in full): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone (evening): \_\_\_\_\_

Telephone (day): \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

### 2. Career history (including voluntary, home based or part time work)

#### a) Current or most recent employment

Employer's name, address and type of business:	Dates (from – to)	Reason for leaving	Notice required	Salary

**b) Job title/ description**

*Briefly describe your current/most recent employment, highlighting duties and responsibilities*

Job title: \_\_\_\_\_

Details of job: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. Past employment**

*Please provide details of your previous employment history, starting with the most recent job and accounting for any periods of time not spent in further education or employment. For posts within the last 5 years please confirm salary details. Please include any voluntary, home based or part time work.*

<b>Name and address of employer</b>	<b>Dates (from – to)</b>	<b>Position held</b>	<b>Final salary</b>	<b>Reason for leaving</b>

#### **4. Education, professional qualifications and training**

*(Where applicable please include details of examinations taken or about to be taken for which results are not yet available). Please include all educational institutions attended; all professional qualifications and all training courses attended if relevant to the person specification.*

**5. Most relevant experience/skills/abilities/reasons for applying**

*The job description details the key areas of responsibility and tasks involved. The person specification details key areas of knowledge, experience and skills required to do the job. You must demonstrate in this section how you meet the person specification. Whether or not you are shortlisted for interview will depend on how well you demonstrate your ability to meet the essential criteria. CV's are not acceptable. Please attach additional sheets if necessary.*

A large empty rectangular box with a black border, intended for the applicant to provide their response to the section header above.

## 6. Rehabilitation of Offenders Act 1974 (Exemptions Order 1975)

*Have you ever been convicted of a criminal offence, cautioned, reprimanded or given a final warning by the police, or do you have any court cases pending? (Due to the nature of the work, this post is exempted from the Rehabilitation of Offenders Act 1974 and all convictions, both spent and unspent, must be disclosed.)*

Yes/No (Delete as appropriate)

*If yes, please give details, with dates of offences, sentences, cautions, reprimands, final warning and court cases pending.*

Date of offence: \_\_\_\_\_

Nature of offence: \_\_\_\_\_

Sentence or nature of police/court sanction: \_\_\_\_\_

The information contained in this form will only be seen by staff involved in the recruitment process.

All our posts require an enhanced disclosure check; please provide details of any police enquiries made against you, which may have a bearing on your suitability for the post.

New Hope believes that having a criminal record will not necessarily bar you from working for us. This will depend on the nature of the post and the circumstances and background to the offence(s).

## 7. Referees

Please give details of two people we may approach for a reference who can comment on your suitability for this position. One referee must be your present or most recent employer and the second a previous employer. As all of our posts require an enhanced disclosure check, New Hope Worcester will approach the referees prior to interview. If you do not wish us to do this, please tick here: \_\_\_\_\_

New Hope Worcester has the right to contact any of your previous employers.

### a. Present/most recent employer

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

### b. Second referee

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

In what capacity does this person know you: \_\_\_\_\_

## 8. Data protection

*Information given in this application will be controlled under data protection legislation and will be used for the purposes of recruitment within New Hope Worcester should your application be successful, the information will then be used for your personnel records and payroll purposes. The information provided will be processed both manually and automatically for these purposes.*

Are you disabled and would you require any adaptations to attend the interview or carry out your work?

## 9. Declaration

Before signing the declaration, please read the following carefully.

If you omit information that we have asked for, we may not be able to consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application could lead to disciplinary, and in some cases legal action against you.

I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice.

I understand that an enhanced CRB disclosure check will be sought in the event of my application being successful.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to:

Jean Wilson/ Sallie Wyatt, 35 Wells Road, Worcester, WR5 1NN  
jwilson@newhopeworcester.co.uk`

## Support Worker Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education and training</b>	<ul style="list-style-type: none"> <li>– Relevant NVQ Level 2 in childcare or equivalent or willingness to work towards one</li> <li>– Willing to participate in training</li> </ul>	Relevant Play Work qualification
<b>Experience</b>	<ul style="list-style-type: none"> <li>– Experience of paid or voluntary work with children/young people with disabilities</li> </ul>	
<b>Knowledge &amp; skills</b>	<ul style="list-style-type: none"> <li>– Awareness of Health and Safety issues relating to children and staff</li> <li>– Awareness of safeguarding/child protection issues</li> <li>– Knowledge of play activities and an understanding of the importance of play</li> </ul>	
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>– Positive attitude towards children/young people with disabilities</li> <li>– Able to engage children/young people with a range of disabilities in creative play individually and in groups</li> <li>– To be aware of each child's physical and emotional well being and respond appropriately</li> <li>– Able to work effectively under supervision as a member of a team</li> <li>– Able to be flexible about work practices and routines</li> <li>– Able to maintain confidentiality with privileged information</li> <li>– A commitment to equal opportunities and anti-discriminatory practice</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>– Able to work Saturdays and/or during school holidays</li> <li>– Commitment to working in partnership with parents</li> <li>– Clear enhanced CRB check</li> </ul>	

## **Job Description**

Post title: Support Worker

**Hours:** As and when to provide cover at New Hope Worcester play provision as required in New Hope Worcester – including 9–5pm Saturdays, and school holidays 8–6pm

**Pay:** £7.00ph

**Holidays:** To be agreed at offer stage

**Reporting to:** Jean Wilson/Sallie Wyatt

**Responsible for:** Volunteers

**Main purpose of role:** To undertake play activities with children who have a range of disabilities aged 3–19 years, and sometimes their siblings as well.

### **Key Accountabilities:**

To ensure a welcoming, enjoyable and stimulating environment

To assist with planning of activities for children/young people appropriate to their needs – indoor and outdoor; to take children/young people out on trips

To take responsibility for the personal care and safety of a group of children/young people

To assist with feeding, toileting and cleansing of children/young people where necessary and appropriate

To undertake play activities with children/young people and ensure everyone is included

Ensure a safe working environment by following all relevant procedures, policies and risk assessment

Completion of all necessary records

To supervise volunteers as requested by Play Leader/Manager

### **Other duties:**

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities

To undertake health and safety duties commensurate with this post and/or as detailed in New Hope's Health & Safety Policy

It is the nature of the work of New Hope Worcester that tasks and responsibilities are, in many circumstances unpredictable and varied. All employees are therefore, expected to work in a flexible way when the occasion arises so that tasks which are not specifically covered in the Job Description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

### **Contacts:**

In all contacts, the post holder will be required to present a good image of New Hope Worcester as well as maintaining constructive relationships

Internal: Jean Wilson/Sallie Wyatt colleagues within New Hope Worcester.

External: Children with disabilities, parents/carers, siblings, Early years & Childcare Service, Social Services, Volunteers, School, Parent Partnership Service.

**Notes:**

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with New Hope Worcester's Equal Opportunities Policy.