

Dear Applicant

Please find enclosed a copy of the application form, health declaration, equal opportunities monitoring form, disclosure form, Values & Beliefs and job description, in relation to a Support Worker's post with Perspecktive.

The rate of pay for the post is £11.88 per hour and £65 per sleep in.

We have vacancies to support people with learning difficulties living in their own homes both on a permanent basis and on a relief basis. Please state, which you are applying for on your completed application form.

Your application will be held on file until a vacancy becomes available - your application will then be considered along with the others.

Yours sincerely,

Esso Mwangi

Becky Austen & Esso Mwangi  
Directors of Perspecktive Ltd

**Perspecktive Ltd**  
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## **Privacy notice**

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".

## Job application form

Vacancy title:

Please tell us how you heard about this vacancy:


### 1. Personal details

Last name:

First name:

Address:


Postcode

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Home Telephone No.

Daytime Contact No.

E-mail address:

National Insurance No.

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Driving Licence

Yes

☐

No

☐

Do you hold a full, clean driving licence valid in the UK?

### 2. Preferred hours

Please tick

Full-time

☐

Part-time

☐

We like our employees to be able to work flexibly across the week and need to know when other commitments mean you could not be available to work:

Please tick when you are available:

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

### 3. Education/Qualifications

Please give details of your education since age 11+ and qualifications obtained.

Name of School/College/University	Attended From	To	Exams Taken/Results

### Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

### Current Membership of any Professional Body/Organisation

Please give details:

#### 4. Employment history

**Previous employment:** Please include any previous experience (paid or unpaid), starting with the most recent first.

##### Current or most recent employer

Name of employer:

Address:

  

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving:

Salary on  
leaving this post:

Contact name of line manager for  
reference:

Brief description of duties:



**PERSPECTIVE LTD.**

**Previous employer**

Employer	Post	Salary	Inclusive Dates	Reason for Leaving

**5. Information in support of your application**

**Skills, abilities, and experience**

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description.

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Continue on a separate sheet if necessary

## 6. Convictions/ Disqualifications

A criminal record will not necessarily be a bar to obtaining a position at Perspective. If a check is returned and reveals any information, this will be discussed with the applicant.

### **Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986**

**We would draw your attention to the following statement: -**

“Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.

**Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order.** (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests).

## 7. Reasonable adjustments/Arrangements for interview

**Please contact us if you need the application form in an alternative format including large print.**

Are you subject to any conditions relating to your employment in this country?

**YES/NO**

If "yes" please use the space below to tell us what these are?

If you need us to make any adaptations for your interview to accommodate any disability, please tell us what these should be.

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**If appointed, when could you start? Give period of notice if applicable**

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## References

Please give the detail of **two** references – one **must** be from your most recent employer.  
Can we send requests to the provided references **Y / N?**

<b>Name of Reference:</b>
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<b>Relationship to you:</b>
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<b>Address</b>
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<b>Postcode:</b>
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<b>Email:</b>
---------------

<b>Tel:</b>
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<b>Name of Refence:</b>
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<b>Relationship to you:</b>
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<b>Address:</b>
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<b>Postcode:</b>
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<b>Email:</b>
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<b>Tel:</b>
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**Please also complete the attached Rehabilitation of Offenders Act and Equal Opportunities Monitoring forms.**

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**PERSPEKTIVE**

**REHABILITATION OF OFFENDERS ACT**

As **Perspektive** meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants will be subject to an Enhanced Disclosure check from the Criminal Records Bureau before the appointment is made permanent.

The Enhanced Disclosure check will include details of police cautions, reprimands or final warnings, as well as convictions. It will also contain any non-conviction information from local police records that is considered relevant and any relevant information held by the Department for Education and Employment and the Department of Health.

Applicants are therefore not entitled to withhold information about convictions, police cautions, reprimands or final warnings, which for other purposes are considered 'spent' under the provisions of the Act. You are also required to provide any further information that may be considered relevant to an Enhanced Disclosure check. In the event of employment, any failure to disclose such information will result in dismissal or disciplinary action by Perspektive.

Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

**Rehabilitation of Offenders Act 1974**

**Please give details of all convictions, police cautions, reprimands and final warnings as well as any other information relevant to an Enhanced Disclosure check.** If appropriate please state no information to declare.

**Declaration**

I confirm that the information contained in this application is true and complete. I accept that providing deliberately false information could result in my dismissal.

Signed: ..... Dated: .....

**Health Declaration**

I confirm that I consider myself to be well enough in my physical and mental health to cope with the demands of a Support Worker post with Perspektive.

NAME: - (print) .....

Signed: ..... Dated.....



## **PERSPECTIVE VALUES AND BELIEFS.**

- Everyone is valuable and has a contribution to make.
- Everyone can tell us what they want and need, we need to get better at hearing what people are saying to us or showing us.
- Inclusion in all parts of society and life is everyone's right. No one should be excluded.
- People with learning difficulties can live ordinary and great lives, they just need the right support to do so.
- People need their basic personal care and health needs to be well met to be able to enjoy life and have a good life.
- Life should be a mixture of fun, things to do, things to achieve and things to contribute to others as well as providing times for reflection and relaxation.
- We want to support people to be themselves not expect them to fit how we think they should be.
- We want people to grow, develop and to try new experiences; sometimes this might include taking assessed risks, which have been managed responsibly.
- Everyone needs to have meaningful relationships in their lives, which help them to feel loved, needed, wanted and respected.
- We value and want to be part of a society, which is made up of varied different and diverse people as we recognise the richness that this brings to our lives.



To be retained by applicant **PERSPEKTIVE LTD.**

## Job Description

Post: Support Worker – Perspektive

Reports to: Team Manager and directors.

### SALARY

The salary falls within the scale £.....- £..... Part time Pro Rata.

£10.50 - £10.70 (NVQ trained) per hour. Sleep-in allowance £60.

### SERVICE AIMS & OBJECTIVES.

- To provide a service that enables people to live their lives the way they would choose, within their own homes.
- To provide that service from the sound basis of the Values of Inclusion.
- To provide that service in line with Company Philosophy, Policy and Procedures.
- To provide that service with Privacy and Dignity.
- To provide that service with an understanding of the person's need for independence, personal preferences, and choice.
- To provide that service recognizing a person's rights and with acceptance of a person's free expression.
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### PURPOSE OF THE POST

To enable the people being supported to:

- Live a valued life as a citizen in their community by being proactive in enabling the person supported to integrate into community activities
- Exercise their rights, including their right to independence and privacy, by offering choices
- Have their individual needs and preferences recognised and catered for
- Develop and maintain personal and social links and pursue their own interests by physically going out and about in the community as well as within the home
- Be treated with respect

### KEY TASKS

Support focus - this applies to each, and every person being supported

- To provide a range of support that may include personal care, promoting and enabling choice in the support provided.
- To work flexibly to meet the needs of the people being supported in ways that encourage and promote their independence within their homes and their communities.
- To support people to live a full life that involves them in everyday things and ensures they participate fully. This will include attending college, shopping, going to work, horse riding, using the bank, using leisure amenities e.g., cinema, swimming, public transport, pubs.

These are examples only as the list is extensive.

- To assist in planned and unplanned support.
- To promote equality of opportunity and fairness of outcome for the people receiving the support.
- To keep accurate records of the support provided.
- To promote effective communication with the main people in people's lives, and to support people to contribute to relationships with family and friends. This might
- include assisting to organise and host Circle Meetings, supporting people in entertaining family and friends.
- Supporting people if they are in hospital, and with health appointments.
- Supporting people to be on holiday.
- To develop and maintain a personalized pictorial Care Plan together with a year book/journal to reflect the achievements and experiences of each person's life.

#### PERSPECTIVE'S STANDARDS

- To work with your colleagues and the person you support in a respectful way, acknowledging their skills and gifts and dealing with differences in a safe and non-threatening way.
- To work within Perspective's policies and procedures.
- To promote equality and opportunity and fairness of outcome for staff.
- To work as part of a team providing support.
- To manage risk appropriately within the service.
- To behave reliably and act openly and honestly in all aspects of the job.
- To take the lead on shifts and provide on call cover from time to time.

#### KEY SUCCESSFUL OUTCOMES

The people receiving support:

- Are fully involved in identifying their own needs and planning their own care and support, and that this happens in a person-centred way.
- Make real choices in how they lead their lives,
- Live as independently as they choose to and are capable of.
- Have formal and informal support networks in their local community.
- Are valued and respected as individuals and receive support that is valuing and respectful.
- Are neither limited by fear of risk or exposed to unnecessary risk.

## ACCOUNTABILITY AND REPORTING

Support workers have a legal duty of care and are accountable for their conduct of work to the people they support and to the Directors of Perspective. They have a direct reporting relationship with the team leader and will be supervised regularly. Support workers are accountable for working within both legislation and organizational policies.

While you are trusted within this role to ensure the well-being to the person you work for in a manner in which you provide support, it is also essential that the Support Worker recognizes his/her role in ensuring any knowledge or suspicion that he/she has regarding a threat to the person you work for's well-being be reported immediately for investigation to the Team Manager or if more appropriate, a Director. This would be in the event of any suspicion of any Team Member neglecting his/her role or more explicit acts of neglect or abuse including financial abuse. This would also include any concerns regarding other people in the person you work for's life.

Support Workers are expected to attend all booked training and Team Meetings and to complete assigned assessment papers within an agreed time scale.

Supervision and Team Meetings are an important part of accountability, you are expected to attend and participate in both.

### PERSONAL DEVELOPMENT

- Support Workers must be willing to attend and participate in all training. They must work towards LDQ and complete it within 6 months of coming into post.
- Support Workers must meet Induction Standards.

### PERSON SPECIFICATION

CRITERIA REQUIREMENT	ESSENTIAL	DESIRABLE
<b>Educational Qualifications</b>	LDQ or willingness to gain qualification.	
<b>Experience</b>		Demonstrable experience of working with people preferably in a caring or supportive role.
<b>Knowledge, Skills and Abilities</b>	Ability to promote the people we support's dignity and right to privacy, particularly in areas of personal care.	

	<p>Ability to empower the people we support and encourage independence at all times.</p> <p>Ability to promote equality in your practice for all individuals.</p> <p>Ability to communicate effectively.</p> <p>Ability to keep written records.</p> <p>Ability to work sensitively and maintain confidentiality of the people we support at all times.</p> <p>Ability to contribute to and work as part of a team.</p> <p>Ability to undertake lone working.</p> <p>Ability to work openly and to discuss and reflect on your practice.</p>	
<b>Post specific requirements</b>	<p>Willingness to work evenings, weekends, public holidays and carry out sleep-ins on a regular basis within the guidelines on maximum safe working hours.</p> <p>Willingness to assist the people we support during their holiday/short break.</p> <p>Ability to meet the physical demands involved in providing care and assistance to the people we support.</p> <p>Satisfactory attendance record – DDA absences excluded.</p> <p>Willingness to travel and work within the areas the people we support live.</p> <p>To have a full UK driving licence.</p>	

While this Job Description is comprehensive, it may not cover every aspect of the role.

Duties may change from time to time as agreed by Perspective.