

London Care PLC

Care or Support Worker Application Procedure

1. Complete **fully** the 'Employee Application Form' QFP001, reading the instructions for each question carefully and return the form by post in the envelope provided. You must not leave any questions unanswered or your application may be discarded.
2. The issuing office will consider your application and decide whether to invite you to an interview. If the office decides not to continue with the application, you will be informed by post.
3. When you come to your interview, you must bring the following with you (originals only, no photocopies):
 - Proof of your National Insurance Number (i.e. NI card or tax office correspondence)
 - Full UK driving licence (if you have one)
 - Evidence of your bank or building society details (such as a chequebook or statement)
 - Proof of your eligibility to work in the UK (EU passport/national ID card or birth certificate or a work permit or visa)
 - Any relevant training and qualification certificates
 - Proof of any nursing, midwifery or health visitor qualification (if applicable)
 - Proof of identity (see attached list for acceptable documents).
 - Two recent passport-sized photographs
 - Means of paying for your CRB disclosure (see 5 below)
4. After your interview, the issuing office will write to you and tell you whether your application has been successful.
5. At this stage, if you have been successful, the office will send for your references, do a confirmation check with the UKCC (if applicable) and apply for an enhanced disclosure from the CRB (Criminal Records Bureau). **Please note that you will be liable for the cost of the CRB disclosure (£36 as at April 2007) and that you are required to make this payment at the time of your interview by cheque or cash. Your application for work cannot proceed until this payment is made.**

We acknowledge that it may be a burden for some applicants to pay for their CRB disclosure, but it is a professional requirement in law that must be met by those wishing to work in the care profession. Please also note that unlike many care providers, London Care does not charge an administration fee for processing your CRB application – all the money you pay goes directly to the CRB.

6. The office will also book you onto the next available Induction Course (this is free of charge; unless you have already undertaken the Skills for Care Induction Training, this part of the course will last for two days). You will be given your Induction Pack and Staff Handbook. These should be read and fully understood before your third day of Induction.
7. Subject to the receipt of satisfactory references and other checks and the successful completion of the first two days of the induction course you will be asked to attend the office for the final day of induction (please bring your P45 from your previous employer with you on this day, if you have one). This day will involve some 'on the job' training. This will usually mean being shadowed by a Senior Carer whilst they carry out their normal daily routine.
8. Also on this day you will be issued with:
 - Your Terms of Engagement, which you will have to sign (you will receive a copy)
 - Your identity card
 If you did not have a P45 you will be asked to complete a P46
9. You will now be able to commence work, subject to the availability of suitable work assignments.
10. Your first three months of work will be a probationary period, after which, you will have to attend the office for an appraisal. During your probation, you may also be asked to attend a supervision meeting.
11. Following this appraisal your performance will be either deemed satisfactory and your probationary period ended or you will be asked to complete an extended probation. If your performance is deemed still to be unsatisfactory your employment may be terminated.
12. Once you have successfully completed your probation period you will be booked on to the next available NVQ course which will be free of any charge to you. This course will have to be completed within three years.

Please note that whilst you are employed, you will be asked to attend further training or training updates and four compulsory supervision sessions per year.

Appendix A - Confirming Your Identity

You must provide proof of identity in the form of **three** documents; **one from Group 1** and **two from either Group 1 or 2** below. If you cannot produce any documents from Group 1, you will need to produce **five documents from Group 2**. All documents must be in your current name; at least one must show your current address; at least one must show your signature and; at least one must show your date of birth.

You will need to provide **original documentation** (no photocopies). Documents will be checked for signs of forgery or counterfeiting with the use of an ultraviolet light and other appropriate physical checks.

Group 1

- Passport
- Driving Licence (UK - full or provisional) - England/Wales/Scotland/Northern Ireland/ Isle of Man; either photocard or paper, **but** a photo card is only valid if the individual presents it with the counterpart licence.
- HM Forces ID Card (UK)
- Adoption Certificate (UK)
- EU National Identity Card
- Birth Certificate (UK) - issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- Firearms Licence (UK)

Group 2

- Marriage/Civil Partnership Certificate
- Birth Certificate
- P45/P60 Statement (UK) **
- Bank/Building Society Statement *
- Utility Bill* - electricity, gas, water, telephone – including mobile phone contract/bill
- TV Licence **
- Credit Card Statement *
- Store Card Statement *
- Mortgage Statement **
- Insurance Certificate **
- Council Tax Statement (UK) **
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK)* - e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- CRB Disclosure Certificate **
- Connexions Card (UK)
- Financial Statement ** - e.g. pension, endowment, ISA
- Vehicle Registration Document (Document V5 old style and V5C new style only)
- Mail Order Catalogue Statement *
- Court Claim Form (UK) ** - documentation issued by Court Services
- Exam Certificate - e.g. GCSE, NVQ, O Levels, Degree
- Addressed Payslip *
- National Insurance Card (UK)
- NHS Card (UK)
- Benefit Statement* - e.g. Child Allowance, Pension
- Certificate of British Nationality (UK)
- Work Permit/Visa (UK) **
- One of the following documents from the Borders and Immigration Agency (BIA) (formerly the Immigration and Nationality Directorate – IND) (UK) - *do not use more than one of the following*:
 - Convention Travel Document (CTD)
 - Stateless Person's Document (SPD)
 - Certificate of Identity (CID)Asylum Registration Card (ARC)
- Letter from a Head Teacher *

*documentation should be less than three months old **issued within past 12 months

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