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06 CARE LIMITED

Information Booklet for Applicants

Please read these notes before you complete your application form

www.06careltd.com

Chief Executive Amanda Hollings Director Joanne Tempest
Company Number 7644806 CQC Provider ID 1-264952453

EQUAL RIGHTS STATEMENT

In the provision of services and in the employment of staff, 06 Care Limited is committed to ensuring equality of opportunity and fair treatment for all.



EQUAL OPPORTUNITIES

The following statement will be included as appropriate in the company publications or recruitment advertisements.

“ Extending opportunity, and equality of opportunity... ”

POLICY OBJECTIVES

06 Care Limited will deliver the policy by:-

- i. Ensuring that no customer or employee receives less favourable treatment on grounds of race, gender, disability, age, marital status, sexual orientation, culture, religious or political beliefs, trade union activity or social background.
- ii. Actively assisting disadvantaged groups to benefit from its services.
- iii. Adopting a positive approach to removing discrimination and stereotyping in employment, training and education.
- iv. Collecting, reviewing and evaluating records of gender, racial/ethnic origins and disabilities of those seeking employment with our services from the company.
- v. Ensuring that all staff are made fully aware of their responsibilities and receive appropriate training in relation to the promotion and implementation of this policy.
- vi. 06 Care Limited believes all people have the right to access employment, we will create an atmosphere of mutual respect between employees and we will continually monitor and review to ensure there are no discriminatory practices.

RESPONSIBILITY

Ultimately the Chief Executive and Company Director are responsible for ensuring the Equal Opportunities Policy operates effectively. Managers have delegated responsibility for ensuring the policy operates effectively in their area of operation and for providing the first line of management advice and support to staff.

All 06 Care Limited staff are charged with working to the policy in respect of the procedures to meet legal obligations and following the spirit of the policy and its ethical obligations.

INFORMATION BOOKLET FOR APPLICANTS

APPLYING FOR A JOB WITH 06 CARE LIMITED

Completing the application form is the first step in the recruitment process which may lead to the offer of an interview and the possible offer of a job. It is therefore very important that you complete all sections of the application form as clearly and fully as possible.

NOTES TO HELP APPLICANTS COMPLETE THEIR APPLICATION FORM

Please read all these notes before completing an application form.

PLEASE USE **BLACK** PEN TO COMPLETE YOUR APPLICATION FORM AS WE SCAN THE DOCUMENT.

When you apply for a post with 06 Care Limited, selection for interview is based on the information contained in your application form and additional information. Do not send a standard curriculum vitae (CV) as we shortlist on the basis of your ability to meet the requirements of the Personnel Specification, and a standard CV may not cover all the points that you need to emphasise.

The application form is divided into several sections. Make sure that you include something in each section (don't be afraid to repeat yourself from one section to another if you think it is necessary to cover all your attributes).

Remember the Personnel Specification indicates in the 'how identified' column, at what stage of the process the information you send us will be judged. So where it says 'application form' please ensure that you show how you meet our requirements.

ARE YOU RIGHT FOR US?

Regardless of the post you have applied for, we are looking for certain qualities in employees joining 06 Care Limited:

1. ***You must care about people and be prepared to work closely with members of the public and community groups.***
2. ***You should understand that 06 Care Limited is committed to equal opportunities, both for employment and in access to services, and we expect you to actively support these aims.***
3. ***You should get on well with people and be able to communicate with people of differing social and cultural backgrounds.***

If you measure up to these qualities, then you are the type of person we are interested in. Of course we will need to be sure that you can carry out the specific duties of the post for which you have applied. All new employees are given initial induction training.

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JOB DESCRIPTION AND PERSONNEL SPECIFICATION

You must have read the Job Description and Personnel Specification for the job in question before applying. The Job Description describes the tasks and responsibilities of the post (i.e. the duties you would be expected to carry out). The Personnel Specification sets out the experience/qualifications/knowledge, qualities and attributes that the Recruitment and Selection Panel would be seeking from you and examples of these should be included in your application form.

You must ensure that you explain to us how your skills, qualifications, experience etc. are relevant to the post and how you match the essential and desirable qualities and skills we are seeking (using examples as necessary).

REMEMBER – make sure that your application is thorough enough so that our criteria requirements can be matched against your application form. It is up to you to prove to us that you meet the requirements of the post.

APPLICATION FORM

Before beginning to fill in the form, it is a good idea to make a copy of it and fill this in roughly. You can then make changes until you feel you have covered everything and then fill in the actual form to return to us. Read the form through carefully before you write anything. It is a good idea to make a rough draft of what you want to say. Read all the information that has been sent to you. This will tell you what we are looking for – experience, skills, qualifications and so on. You will need to show on your application form that you have the attributes we are looking for. When you have finished, check it through to make sure that you have covered all the points that you need to emphasise. Write out the form in a brief, well-organised positive way. Use words like 'I plan' or 'I organised' and so on. State what your specific role was, what you were responsible for, etc. Do not send a curriculum vitae (CV) because we shortlist on the basis of your ability to meet the requirements of the personnel specification, and a CV may not cover all the points that you need to make.

Do not forget to include any skills and experience that you may use outside work. This may show the things that we are looking for just as much as any work experience. For example, do you help to run a club or voluntary group? Have you had a position of responsibility in a Trade Union? Have you campaigned an issue? If so, write about it. If you have any doubt where to include this experience, then the Additional Information section of the form should be used.

In every section, if you feel you need more space, use extra sheets of paper. If you do, please put your name on these sheets.

FRONT PAGE – PERSONAL DETAILS

Make sure you complete all the details fully. Think about whose names you can give as referees. Choose two people who can say something useful in relation to the duties of the post applied for. Ask these people if they are willing to be a referee and what they might be able to write if a reference is requested.

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If you are currently in employment, one of the referees should normally be your present employer, or if you are a student one of the referees should be your school/college tutor. Please do not send copies of the references with your application form. If you wish to withhold permission to contact referees, you should give clear instructions on the application form.

COMPLETING THE APPLICATION FORM

Education and Qualifications - Include in this section all school and further/higher education. Ensure that results/grades are included, where they were obtained, how obtained and exact dates (i.e. June 1997-June 1998). *

Professional Qualifications/Membership - Include in this section all Professional Qualifications and membership of an Institute or Body. Ensure that full details, including dates, are included.

Training and Development - Include in this section all relevant training to the requirements of the post. Ensure that results/grades, how obtained and exact dates are included.*

Language Skills - Include in this section any language skills, other than English, that you have.

** If a qualification is asked for on the Personnel Specification make sure you give all the information required such as 'O' or 'A' levels, GCSE, RSA, BTEC, NVQ, GNVQ etc. in order that we can check for equivalent levels.*

If you are shortlisted, at the interview you will be required to produce copies of the relevant qualifications. Checks will be carried out before any offers of appointment are made. You are, therefore, advised to take steps to ensure that you either have original certificates available or you can submit original notifications from the relevant examining bodies (originals will have to be produced after a job offer has been made).

Employment History and Previous Employment - You need to give details of past employment relevant to the job you are applying for. Enter the names and addresses of past and present employers, starting with the most recent.

You can also include any part-time or voluntary work you have carried out. If you include any voluntary work, list the name and address of the group(s) involved and as the Personnel Specification, under Experience, will ask for a minimum amount of years' experience you should enter enough information so that the Recruitment and Selection Panel can judge this, e.g. put exact dates, i.e. March 1995 to September 1996, and include how many hours per week/month you worked. Include any skills and experience gained outside work. This may show the criteria we are looking for just as much as paid employment, e.g. home based, social/community activities, voluntary work.

Equal Opportunities Monitoring - As an Equal Rights employer, 06 Care Limited seeks a workforce which reflects the community in which it serves. To ensure this policy is carried out effectively, we ask all applicants to provide information as requested on this page. Please note it will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate against any individual applicant.

Disability - If you consider yourself to be a disabled person, please say so. In accordance with 06 Care Limited's Policy, any disabled applicant who demonstrates that they fulfil all the criteria ranked as ESSENTIAL on the Personnel Specification will be invited for interview.

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Signing and dating the Application Form - Please sign and date the Application Form to state that all the information provided is correct to the best of your knowledge. Please be aware that withholding, falsifying or omitting of relevant information by successful candidate are grounds for disciplinary action being taken.

FINALLY ENSURE THAT YOUR APPLICATION FORM IS RETURNED IN TIME TO MEET THE CLOSING DATE DEADLINE AND GOOD LUCK!!!

WHAT HAPPENS NEXT?

If you are shortlisted, you will be contacted shortly after the closing date. However if you don't hear from us in 4 weeks, then please assume that on this occasion you have been unsuccessful, but do not let this stop you from applying for other vacancies.

COMPLAINTS PROCEDURE

06 Care Limited has a Code of Practice on Recruitment and Selection to make sure that good practice is followed throughout the recruitment process and that the best person gets the job.

Occasionally, however, candidates may consider that their application has not been dealt with fairly and that the standards and values in the Code have not been followed.

All candidates can ask for feedback about any decision and if the explanation for non-selection does not satisfy you, then you should complain in writing to:

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DISCLOSURE CHECK WITH THE CRIMINAL RECORDS BUREAU

You will be asked to complete a form for a CRB check to be carried out. Further information will be provided if you are invited to interview. A check of the ISA barred lists is also undertaken. Those barred from working with the client group this post refers to MUST NOT APPLY.

IMMIGRATION, ASYLUM & NATIONALITY ACT 2006

This legislation was brought in by the Government to ensure that employees have the legal right to work in the UK and all shortlisted applicants will be asked to produce documented proof. This will normally be your official National Insurance number or some other similar evidence.