



AMTC CARE LTD
APPLICATION PACK

Dear Applicant,

Thank you for your employment enquiry. We have pleasure in enclosing an application pack for you. Please take the time to read it thoroughly before completing and do not hesitate to contact us if you have any queries.

ENCLOSED YOU WILL FIND:

1. **An introduction to our organisation and what we can offer you.**
2. **Recruitment process.**
3. **Job description.**
4. **Application form.**
5. **CQC Access form.**
6. **Equal Opportunity Monitoring.**
7. **G.P. Declaration.**
8. **Working Time Regulations 1998 Opt Out Clause.**
9. **Charter of Rights.**
10. **Check list.**



APPLICATION PACK

Introduction

Welcome to AMTC Care Ltd. This introduction serves to provide you with an overview of our company and what we expect from our employees. As a rapidly expanding privately owned organisation, we are committed to meeting and surpassing the standards set by the Care Quality Commission (CQC). Our core focus is to deliver exceptional care to all our clients, with each Care Worker playing a crucial role in this process.

At AMTC Care Ltd, we offer Live-in Care Services, Domiciliary Care, and Night/Day Sitting Services. While this document primarily pertains to the role of Live-in Care Workers, the application process is open to all interested candidates. The information provided for Live-in Care Workers is relevant to Domiciliary Care Workers as well, as their duties are similar but carried out in different circumstances.

We structure our services to allow Care Workers the flexibility to choose their preferred work schedules in alignment with our clients' needs. It is important to note that all Live-in Care Workers operate as subcontractors on a self-employed basis. There are numerous advantages to being self-employed, and we are happy to discuss these with you upon request. Alternatively, you can find detailed information on self-employment on the HM Revenue and Customs website or by contacting your local HM Revenue and Customs office. As part of the onboarding process, you will receive a self-employment contract to sign during your interview. Domiciliary Care Workers, on the other hand, are employed on a P.A.Y.E basis, with all Care Workers receiving their payments directly into their bank accounts on a fortnightly basis.

Regardless of the position you are applying for, all policies and procedures outlined in this information pack must be strictly followed. Successful applicants will receive a comprehensive introduction to our company, including its policies and procedures.

In conclusion, we are fully committed to providing a supportive and professional work environment for all our employees.

Recruitment Process

Our goal is to streamline the recruitment process while ensuring that necessary procedures are in place. We emphasize that our recruitment process is fair and non-discriminatory, providing equal opportunities to all applicants.

Interview

All successful candidates will be invited to a face-to-face interview at our regional office. Please note that applicants are responsible for covering their own travel expenses. A checklist of original documents required for the interview is enclosed for your reference.

Training

Mandatory training is provided for all care workers by AMTC Care Ltd. Details regarding training will be communicated to you either during or prior to the interview. Candidates are expected to bear the costs of their travel expenses related to training.

References

A minimum of THREE references is necessary, with one reference being from your current or most recent employer. We acknowledge that obtaining this reference may not always be feasible at this stage. If this is the case, please provide details of an alternative referee on a separate sheet of paper until we can approach your previous employer.

Disclosure and Barring Services (DBS)

A DBS certificate is a legal requirement for all care workers. Applicants must obtain a DBS certificate and provide the necessary identification (refer to the attached list). Additionally, applicants are required to disclose any criminal records, such as convictions, cautions, bind overs, and judgments. This information must be provided at the interview stage and will be kept confidential. The cost of obtaining the DBS certificate is the responsibility of each individual care worker and not covered by AMTC Care Ltd.

Care Quality Commission (CQC)

The Care Quality Commission (CQC) serves as the regulatory body for registered care services. The standards and regulations established by the CQC represent the minimum requirements for all care agencies and providers. It is imperative for every individual seeking employment in the care sector to adhere to these standards.

Summary

An enclosed job description is provided for your review. Kindly read this document thoroughly. Your next step involves completing the enclosed application form and submitting it to us along with the required documents. If your application is successful, you will receive an invitation to attend an interview at a mutually convenient time. Please remember to consult the attached list outlining the items you need to bring with you to the interview.

(Do not be discouraged by the requirements – you've got this! 😊)
Best of luck, and we are excited to meet you soon.

Job Description

Position: Care Worker

Care workers are meticulously chosen and employed to provide support in the client's private residence without direct supervision. The primary objective is to assist our clients, fostering independence while carrying out responsibilities in a professional manner. It is essential to treat clients with dignity and respect at all times. Maintaining confidentiality is of utmost importance, as care workers may come across personal or sensitive information during their duties. Such information should only be shared when necessary and directly with the line manager.

Purpose of the Position

The core purpose is to address the personal care needs of clients in a manner that upholds their dignity and encourages independence. Care provided by care workers should encompass tasks similar to those that a client's family members would typically undertake, excluding duties that are within the realm of trained nursing professionals.

Duties and Responsibilities

A care worker's responsibilities can be categorized into four main areas, which include:

1. *Personal Care to the Client*

- Adhering to the client's care plan meticulously.
- Respecting the client's confidentiality, dignity, and privacy.
- Assisting clients with morning routines, bedtime routines, dressing, undressing, washing, bathing, and providing continence care.
- Supporting clients with limited mobility and other physical disabilities using provided Manual Handling equipment.
- Caring for clients during respite care periods.
- Assisting clients with palliative care needs.
- Encouraging clients to maintain as much independence as possible.
- Promptly reporting any concerns regarding the client's health and safety to the manager.

This role is crucial in ensuring the well-being and comfort of our clients, and we appreciate your dedication to providing high-quality care. *

Housekeeping Duties

- Maintain the client's home in good order.
- Make and change beds, tidy rooms, conduct light cleaning, and empty commodes.
- Inspect, launder, and mend clients' clothing.
- Prepare fresh, nutritious meals and clean up adequately afterward.
- Dispose of household refuse correctly.
- Respond to emergency bells, doors, and telephones as needed.
- Perform shopping tasks if required.
- Attend to clients' pets if necessary.

Companionship

- Promote mental and physical activity by engaging in conversations, taking clients out when feasible, and sharing activities such as reading, writing, hobbies, and recreation.
- Involve clients in meal suggestions and strive to eat together whenever possible.
- Greet visitors, ensure they feel welcome, and provide assistance as needed.

Your Contractual Responsibilities

- Adhere to AMTC Care Ltd guidelines, policies, and procedures consistently.
- Prepare reports, participate in training, supervision, and meetings.
- Document all client financial transactions accurately.
- Refrain from borrowing money from clients or their families.
- Avoid using a client's telephone or disclosing their contact information.
- Inform AMTC Care Ltd of any new criminal offenses, including motoring offenses.
- Sign and adhere to the provided handbook, operations manual, and terms and conditions.
- Sign the confidentiality form.
- Sign your contract within seven days of an assignment.

Person Specification – Essential Criteria

The following personal attributes are essential for the role of a care worker:

- Self-motivated.
- Organised.
- Flexible.
- Caring.
- Sensitive to the needs of others, especially the sick or infirm.
- Capable of working as an active team player while also independently initiating tasks.

All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect the requirements under the Data Protection Act 1998. All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work Act 1974.



APPLICATION FORM

All information will be treated as confidential
Please complete in black ink

Position Applied for:

Date:

Personal Details

Surname:

Title:

First Name(s):

Maiden Name:

National Insurance No:

Date of birth:

Passport No:

Home Address:

Telephone No:

Post code:

Mobile No:

E-mail address:

Length of time at home address:

Do you require a work permit to work in the UK?

Yes No

**Are there any restrictions on you taking up work in the UK?
If yes please provide details**

Education Details

Education	Qualifications	Dates

Additional Qualifications

Education	Qualifications	Dates

Additional Care Work Experience

Placement	Responsibilities	Dates

Nurse Training

Nursing Body	Qualifications	Dates

Interest/Hobbies

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Employment History

You are expected to provide all your past history of employment. Please note there must be no gaps between employment dates. If there are any gaps we need to know where and what you were doing at that time. If needed use a separate sheet to state this.

Present Employer Name / Address	Job Title / Duties / Responsibilities
Reason For Leaving:	Start date: mm / yyyy End date: mm / yyyy
Previous Employer Name / Address	Job Title / Duties / Responsibilities
Reason For Leaving:	Start date: mm / yyyy End date: mm / yyyy
Previous Employer Name / Address	Job Title / Duties / Responsibilities
Reason For Leaving:	Start date: mm / yyyy End date: mm / yyyy
Previous Employer Name / Address	Job Title / Duties / Responsibilities
Reason For Leaving:	Start date: mm / yyyy End date: mm / yyyy

Have you ever been dismissed from employment or subject to a disciplinary action?

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Next of Kin Details

Full Name:	Relationship:
Home Address:	Telephone No:
Post code:	Mobile No:
E-mail address:	

Training

Training is mandatory; please state if you are unwilling to participate and why.

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Driving Details

Are you a car driver? Are you a car owner?	Driving Licence No:
Do you have any endorsements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes please give provide details.	

Special Requirements:

Please give details of any special arrangements you will need if invited for interview e.g. sign language, special access requirements

References

Please give below the names and addresses of three referees to whom we can apply for a reference on your behalf. One must be your most recent employer. You may use personal friends who have known you for a minimum of two years but **not** a relative. Overseas applicants please supply referees email addresses wherever possible.

Please print names and addresses clearly.

1. Referee's Name:

Relationship:

Address:

Post Code:

Telephone No.

E-mail:

2. Referee's Name:

Relationship:

Address:

Post Code:

Telephone No.

E-mail:

3. Referee's Name:

Relationship:

Address:

Post Code:

Telephone No.

E-mail:

For office use only

Referee	Date sent	Date received
R1		
R2		
R3		

Rehabilitation of Offenders Act 1974

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 Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

Your answers to the following questions should also include any "spent" convictions

Have you ever been convicted or cautioned in respect of a criminal offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you any impending actions of any kind that you have not mentioned on this application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a DBS Certificate from the U.K.? (Disclosure and Barring Service/disclosure Scotland) previously known as CRB. Police checks from other countries are not valid in the U.K.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you have answered yes, please provide details.		

Declaration

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we at any time require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service/ disclosure Scotland. I understand that should I fail to do so or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Name:

Date:

Signature

SOCIAL SERVICES / CQC ACCESS FORM

I hereby consent to Social Services / the Care Quality Commission (CQC) to have access to my personal file.

Signed.....
 Name.....
 Date.....

EQUAL OPPORTUNITY MONITORING

Private & Confidential

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favorable treatment on the grounds of race, color, ethnic and national origin, religious belief, sex, marital status, pregnancy or maternity, sexual orientation, gender reassignment, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees are given equal opportunity and are encouraged to progress within the organization.

We are committed to an ongoing program of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored and for no other reason, would you please provide the following information: -

Date of Birth:

I would describe my ethnic group and sex as: - (please tick one box for your ethnic group and one box for your sex)

White

G.P Name

Surgery Address

G.P Signature

Date

WORKING TIME REGULATIONS 1998 OPT OUT CLAUSE

INDIVIDUAL AGREEMENT TO OPT OUT OF
THE 48HOUR MAXIMUM AVERAGE WORKING WEEK

This agreement is made between
AMTC Care Ltd – 234 Old Kent Road London SE1 5UB
Tel: 020 7101 3865
Registered Company No: 12621601

and

.....
Please state name:

48-hour maximum average working week

The Working Time Regulations 1998 provide that the average working week, including overtime, shall not exceed 48 hours. The Company and the Worker agree that this limit shall not apply to the Worker. This Agreement will remain in force indefinitely. The Worker, or the Company may terminate this Agreement at any time by giving not less than three months' written notice to the other.

Signature.....
For and on behalf of AMTC Care LTD.

Date.....

Signature.....

Date.....

CHARTER OF RIGHTS

DIGNITY

AMTC Care Ltd recognise that everyone, regardless of circumstances or incapacity, is unique and must be valued as an individual whose privacy and dignity must be upheld at all times. Sensitive issues that are most at risk include handling of incontinence, bathing and dressing. In these areas care will be undertaken with courtesy and as unobtrusively as possible without compromising the individual's self-esteem. Individuals will be addressed accordingly to their wishes.

CHOICE

Everyone should be entitled to make independent choices with regard to their options for care and other needs. This can include their choice to remain at home, irrespective of their illness.

Everyone should be given the choice as to the care they receive at home and any other related care, together with residential and nursing care as required.

RIGHTS

Everyone has the same rights of citizenship, irrespective of their living conditions and it is the policy of AMTC Care Ltd to promote and actively support this. Everyone has the right to take risks as a normal part of everyday life. If AMTC Care Ltd considers an individual is at risk this will be fully assessed and documented.

INDEPENDENCE

Every individual has the right to say 'No' to any help offered to them. With any support it is important that the individual requests assistance and is actively involved in the decision as to the type of care they require.

RELIGIOUS BELIEFS

AMTC Care Ltd will actively encourage and support the individual's religious beliefs and will assist with the fulfilment of these as is within its power.

CHECK LIST

**PLEASE ENSURE YOU ENCLOSE SECTIONS 4, 5, 6 & 7 OF YOUR APPLICATION
ALONG WITH PHOTOCOPIES OF THE FOLLOWING DOCUMENTS**

ALL ORIGINAL DOCUMENTS MUST BE BROUGHT WITH YOU TO THE INTERVIEW

1. Passport (valid)
2. Birth Certificate
3. Marriage Certificate
4. Driving Licence (with current address)
5. Motor Insurance with Business use (drivers only)
6. Work Permit (if applicable)
7. Utility Bill x 2 (less than three months old / with current address)
8. Working time regulations 1998 opt out clause
9. Bank Statement (less than three months old / with current address)
10. Referee details x 3 (as stated in Application Pack)
11. Certificates of Training / Achievements
12. DBS Disclosure (if held) previously known as CRB NB: A new DBS form will be issued to you at point of interview
13. G.P. Declaration
14. CV (up to date)
15. 2 x Passport Photographs (recent)