



Taking Pride in Taking Care

Information for Applicants

BEXHILL OFFICE

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Date as Postmarked

Dear Applicant

Re: Post of Healthcare Assistant / Support Worker / Nursery Assistant

As requested, please find enclosed a pack which has been prepared to help you with your application.

Upon completion, please return to the appropriate branch. It is imperative that adequate information is provided in regards to all aspects of the application. Employers' references will be sought prior to your application being processed. Upon receipt of all references, you will be contacted to arrange a mutually convenient time/day to attend an interview.

All above posts are subject to an Enhanced DBS disclosure (including DBS Adults and DBS Children' checks) the cost of which is to be met by you; however, we do strongly support the Online DBS Update Service.

We look forward to receiving your fully completed application, and would ask that you refer to the enclosed guidance regarding this pack which will also advise you of the necessary documents you will need to provide when attending your local office for interview.

If you require any further information please call your local branch Office: Bexhill 01424 734 040.

Yours faithfully

PREMIER CARE NURSING AGENCY

JOB DESCRIPTION HCA/SW/Nursery Assistant

THE FOLLOWING IS A GUIDE TO WORKING PROCEDURES; THIS WILL VARY FROM ONE ESTABLISHMENT TO ANOTHER, AS AN AGENCY EMPLOYEE YOU NEED TO BE FLEXIBLE.

Job Title: Health Care Assistant / Support Worker/Nursery Assistant

Responsible To: Accountable to the local Branch Manager

Hours: Flexible

Holidays: Under the Working Time Regulations, the Temporary Worker is entitled to 5.6 weeks paid leave per year based on a 5-day week, but as an agency worker, not working fixed days/hours your entitlement to holiday will accrue at 12.07% of your gross earnings. For your information 5.6 weeks per year calculated as a percentage is 12.07%.

Job Purpose:

1. To work as part of a team assisting clients by undertaking tasks allocated by Management and also other Professional Bodies involved in the care of the client.
2. To provide personal care and practical support to clients, whilst observing safe working practices and ensuring privacy, personal choice, dignity, independence, and a sense of security.
3. To act as a link between the client and the service provider, and report to the relevant person any deterioration or improvement in the client's circumstances and any general problems which may arise.

Main Duties / Responsibilities:

Upon arriving at an establishment introduce yourself to the person in charge and always show your identity badge.

1. Acquaint yourself with the day or night routine of the establishment and work as a team member to provide the appropriate care for the clients according to the written care plan.
2. You may be required to escort clients to hospital, clinic appointments or on outings.
3. Work as part of a team and communicate effectively with clients and colleagues to maintain and improve standards of care.
4. When working as a senior member of staff, ensure you are familiar with the medication policy of the establishment and only assist with medication if trained and authorised to do so.
5. Familiarise yourself with and adhere to the policies and procedures of the establishment you are working in, including Health and Safety and Fire Safety.
6. Ensure privacy, personal choice and dignity for all clients in your care.
7. Maintain appropriate, accurate and legible records (both verbal and written).
8. Acquaint yourself with the whistle-blowing policy of each establishment and prevent abuse.
9. Abuse of clients or other members of staff in any form will not be tolerated, unsafe working practices, misuse of drugs or alcohol leaving you unfit for duty will lead to disciplinary action.
10. Familiarise yourself and adhere to the General Social Care Council, Codes of Practice for social care workers.
11. Maintain the good image of Premier Care at all times.
12. Attend regular training sessions, as is standard, team meetings and supervision when required.
13. You must have a telephone with answer facilities. You must keep in contact with your local Branch Manager and on-call Manager. It is essential that you return calls promptly.

Health & Safety

As an employee, you have a responsibility under the Health & Safety at Work Act 1974, too:

- i) Take reasonable care of yourself and others at work.
- ii) Co-operate with Premier Care to ensure the laws relating to Health & Safety are not broken.
- iii) Report any problems or concerns about Health & Safety to your Branch Manager.

PERSON SPECIFICATION HCA/SW/Nursery Assistant

PERSON SPECIFICATION

ESSENTIAL

- Must be aged 18 years of age or over
- Be able to provide a satisfactory Enhanced Disclosure & Barring Service (previously Criminal Records Bureau) Check to include DBS Child and Adult Protection.
- Have a genuine interest in working within the care sector
- Have a minimum of twelve months hands on now, experience in your chosen field of expertise i.e. elderly, nursing, learning disabilities, challenging behaviours and special needs
- The ability to work as part of a team and also on your own initiative
- Good literacy and numeric skills
- Good communication skills to maintain high level of verbal and written communication (record keeping, reporting etc.)
- To uphold Confidentiality at all times
- To remain loyal to Premier Care Nursing Agency
- To show respect towards service users, colleagues and Management
- To remain reliable, trustworthy and honest
- Have the ability to manage time efficiently
- Good time keeper
- Respectful and understanding of Client's and Service Users needs
- To be understanding of the values of privacy, dignity, choice and independence
- To promote equal opportunities to all individuals
- To be able to understand and implement Premier Care philosophy of care, code of conduct and policies and procedures
- Be aware of your own and other individuals health & safety, acting in accordance with Premier Care Health & Safety Policy and understanding of the Health and Safety at Work Act
- Understanding of Infection Control
- Be suitably rested to undertake duties to Premier Care high standards
- Willingness to attend meetings and supervision sessions
- Willingness to attend training and develop own skills
- Be able to follow and monitor care plans

DESIRABLE

- Relevant Vocational Qualification (achieved or working towards)
- Evidence of having undertaken relevant training as mandatory requirements (Equality and Diversity; Health and Safety at Work; Control of Substances Hazardous to Health; GDPR; Fire Safety Awareness; Infection Control; Food Hygiene; Manual Handling - (Includes Practical Session); Basic Life Support including CPR - (Includes Practical Session); Safeguarding Vulnerable Adults; Safeguarding Children; Conflict Management; Lone Working; Personal Centered Care; Fluid & Nutrition; Dols.

Please note that missing one unit or one unit being out of date out of the above means that you are not compliant to Premier Care requirements, and you will be required to complete mandatory e learning via The Health & Safety Group.

Taking Pride in Taking Care

Premier Care Network Ltd • Company Secretary: M. Gibby • Registered Office: 33 Station Road, Bexhill on Sea, East Sussex TN40 1RG • Co. Reg. No. 4180755 • VAT No. 771 0887 13

Guidance on your application

Your application form is an important part of our recruitment process – it is how we get to know you and assess your ability to do the job. It enables us to decide whether to shortlist you for interview and therefore plays a vital role in the recruitment process.

We do not consider any previous applications or prior knowledge of you. We do accept Curriculum Vitae' (CV's) with fully completed application forms. This is in line with our Equal Opportunities Policy and ensures that information about candidates is presented in a standard format.

How we shortlist

When we shortlist, we look at your experience, skills, knowledge, attainment, and other information **in line with the job description and person specification**. The job description outlines the main responsibilities and duties of the post, and a person specification outlines the skills, abilities, experience, and qualifications that you require to fulfil these duties.

Please note we do not offer sponsorship.

Please ensure you read the job description and person specification before you begin to complete the form, so you have in mind the skills and knowledge we are looking for.

How to complete your application form

General hints

- Use clear writing or capital letters so that we can clearly photocopy forms for short listing and interviewing.
- Complete all sections of the form as fully as possible.
- Clearly label and number any continuation sheets with your name and the post you are applying for and list the number of attachments on the main application form. This will allow us to check that we have all the information you want us to have before we shortlist.
- Keep a copy of the application form for your own records.

Right to Work

All applicants will need to provide their Right to Work in the UK. A share code will need to be provided for applicants who are not British Citizens.

References (Page 7)

Your referee' will be contacted prior to interview. References will not be used as part of the interview process but will be considered if you are offered the post. We must receive two satisfactory references about you before we can formally offer you the post.

"Confidential - for the attention of the Recruitment Support Team"

All information provided on a "Confidential - for the attention of the Recruitment Support Team" basis, will be withheld from the recruitment and selection panel until short listing is

complete. Confidential information will be made available to the panel for the interview, and you should anticipate being asked about it at this stage of the process.

Rehabilitation of Offenders

Premier Care Nursing Agency requires all applicants to disclose criminal convictions. Some posts require information relating to both "spent" and "unspent" convictions whereas other posts require "unspent" information only. Applicants who have been shortlisted for posts involving regular contact with children and/ or vulnerable adults will be required to apply for enhanced disclosure from the Disclosure and Barring Service (DBS).

If you require further details, please visit the www.gov.uk website.

Any applicant who wishes to apply to Premier Care who has spent twelve months or more in the last ten years residing in a different country to the UK must provide a police check from that country. The cost of this check will need to be met by the applicant.

Declaration of potential Conflicts of Interests

If you are related to a member of staff or service user at any particular placement or you have previously been employed by a particular placement it is within the interest of both you and Premier Care to be aware of this, prior to any placement. Please be advised that this information must be disclosed to Premier Care at interview stage.

Equal Opportunities in Employment Monitoring Form

Premier Care Nursing Agency has an Equal Opportunities and Employment Policy. One of its aims is to ensure that unfair discrimination does not occur in recruitment and in order to help Premier Care monitor the effectiveness of these Policies (and for no other reason) an Equal Opportunities in Employment Monitoring Form is attached to the Application Form. Completion of this will help us to ensure that we provide the highest standard of service to job applicants.

Disability Guidance

The Equality Act 2010 states that you are disabled if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

What do I do now?

Once you have fully completed the application form and you are happy that you have provided all the information required for short listing, please send your application to the address shown on the application form as per your area. Please enclose a stamped, self-addressed envelope if you would like receipt of your application form to be acknowledged.

Other important information...

Data Protection

Information provided in your job application will be treated confidentially and only shared on a need-to-know basis with personnel involved in the recruitment process.

Should you be unsuccessful in your application; any personal information will not be held for any longer than is necessary. In compliance with Conduct Regulations this will be for a period no less than 12 months, where upon all personal data will be destroyed.

Evidence of Qualifications and Training Courses

If you are successful in being invited for interview, you will be required to provide documentary evidence to prove that you hold the qualifications and/or training courses relevant to the appointed post. Please note that following the offer of employment; if you do not hold documentary evidence of completed trainings you will have to attend the relevant courses as and when available.

Cost of the training may be covered by Premier Care however, as an agency, we do not pay for your time on training and any other expenses such as travel to and from a training venue will be at the discretion of the Managing Director of Premier Care.

Health Statement

When a position is offered, you will be required to complete a health declaration. You may need to be assessed by an Occupational Health Advisor. You may also be required to have a medical examination or give permission for the Occupational Health Advisor to contact your GP for a report.

Immigration Act 2014

It is a criminal offence under the Act to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area, and the Commonwealth, provided they have a right to live and work in the UK.

For registration purposes you will be required to provide original documentary evidence at interview stage, if successful. This includes Passports, Biometric Residents Permits, and Identity Cards for Foreign Nationals or other documents on the approved UK Visas and Immigration list to satisfy Premier Care Nursing Agency that the Act is being complied with. A Share code will need to be provided for applicants who are not British Citizens to evidence their Right to Work in the UK.

PREMIER CARE NURSING AGENCY

When asked to attend an interview please make sure that you bring with you the following, original documents, copies, or certified copies are not acceptable.

British Citizens:

Passport

Full birth certificate (UK)

Full Adoption Certificate (UK)

*If you have become a British Citizen, you **must** also provide us with your Naturalization Certificate.*

NON-British Citizens:

Passport + Visa (Visa must be printed inside your current, valid passport)

Passport EU + up to date Share Code

ID Card (EU only) + up to date Share Code

Biometric Residence Permit + up to date Share Code

Permanent Residence Card + + up to date Share Code

All Candidates

Proof of National Insurance Number – i.e. P45 (if this is to be your main form of employment), P60 or Government Agency Letter disclosing N I number (tax credits etc), NI card (can not be used for DBS)

Pay Slips are not accepted as proof of NI.

Photographic ID – Drivers or Learners License; bus pass etc (these can NOT be accepted as proof of your eligibility to work)

One Passport Sized Photo

Proof of residency i.e. current address x 2 documents:

Council Tax statement (no older than 12 months)

Bank/Credit card statement - no older than 3 months.

Correspondence with any government agencies such as HMRC, DWP etc - no older than 3 months

Utility bill – no older than 3 months, not to be printed from online account

Mobile Phone and Tenancy Agreements etc are not accepted.

All documentation adhering to any name changes (adoption papers, marriage certificate, deed poll (name change documents etc) – month and year to be disclosed.

Nurses

Valid Nursing PIN Number (if applicable) and Statement of Entry (available on NMC website)

Certificate of qualification (e.g., RMN/RGN, RM)

Overseas Trained Nurses - Evidence of completion of supervised practice/adaptation programme

All certificates / qualifications. Proof of mandatory training including:

Equality and Diversity	Health and Safety at Work
Control of Substances Hazardous to Health	Mental Capacity Act
Fire Safety Awareness	Infection Control
Food Hygiene	Manual Handling
Basic Life Support including CPR	Safeguarding Vulnerable Adults
Safeguarding Children	Conflict Management
Lone Working	Nutrition Hydration
Dols	Person Centred Care
GDPR	
Administration of Medication (If Medication Trained)	

Bank or building society account details.

Uniform size (a £25 deposit will be deducted from your first wages if you require a uniform).

DBS payment of £55 (cash/or bacs transfer) or current Enhanced DBS certificate for online check if registered with DBS online Service Update

Job application form

Premier Care Nursing Agency is committed to the safeguarding, promotion and welfare of all children, young people and vulnerable adults.

Please complete this form fully, in type or clear letters (if written) and only use the same size paper (A4) as continuation sheets. Guidance notes are included within your application pack.

Personal details

Surname			
First name(s)			
Title (select as appropriate)	Mr <input type="checkbox"/> / Mrs <input type="checkbox"/> / Miss <input type="checkbox"/> / Ms <input type="checkbox"/> / Mx <input type="checkbox"/> Other <input type="checkbox"/>		
Maiden name/previous names			
Email Address (please write clearly)			
Mobile Number			
Home Number			
National Insurance Number			
Passport Number			
Date of Birth (payroll purposes)			
Full Address & postcode			

Job details

Job title (delete as appropriate)	Healthcare Assistant / Support Worker/ Nursery Assistant / Registered Nurse
NMC PIN (if applicable)	
Location	
Work arrangements (select as appropriate)	Full time <input type="checkbox"/> / part time <input type="checkbox"/>

Where or how did you hear about Premier Care	
--	--

Next of kin

Name		
Relationship		
Address		
Tel:		

Present employment

Job title	
Name and address of employer (including County)	
Date started current post (day/month/year)	
Notice required	
Briefly describe your present job; its main purpose and your responsibilities:	

Previous employment history

Please list most recent first. Include permanent and temporary work, service with HM Forces, voluntary work, work experience and any previous employment with Premier Care. Please make sure that any gaps in employment are included within your employment history and leave no gaps between month/year (Continue on a separate sheet if necessary)

Name & Address (including County/Country and nature of business)	From / To exact dates day/month/year	Position	Reason for leaving

Education and qualifications

From age 11 onwards, and please state whether full (F) or part (P) time			
Name of School, College, University etc	From / To	F/P	Subjects studied (with grades and year taken)

Training

This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion. (Please continue on a separate sheet if necessary)		
Course Title	Organisation	From / To

Membership of professional institutes (Registered Nurse)

Please indicate whether membership is by examination		
Institute	Part of Register	PIN expiry date

Other Experience

Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include e.g. unemployment or voluntary work. Please state this information in chronological order.

Experience	From / To

Driving Licence

Do you hold a current Driving Licence? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Do you have any current endorsements? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please specify:	
Do you own a Motorcycle? Do you own a Bicycle?	Yes <input type="checkbox"/> / No <input type="checkbox"/> Yes <input type="checkbox"/> / No <input type="checkbox"/>

Declaration by Applicant

The Working Time Regulations 1998

Regulations on Working Time

The Working Time Regulations were introduced on 1st October 1998 and working hours in the UK are now governed by statute. Department working practices and procedures are therefore organised to comply with the following legal requirements. (Average hours are normally calculated over a 17-week period.)

- Average weekly working hours are limited to 48 hours
- Average daily night working hours are limited to 8 hours
- Minimum daily, weekly and in-work rest breaks requirements
- Minimum requirements for annual leave.

Department Policy and Procedures

The legislation was introduced as a health and safety measure. Employers who do not comply with the limits to working time will be committing a criminal offence. Working practices in the department are therefore monitored to ensure that generally, working hours remain well within legal limits.

Employers are required to take 'all responsible steps' to ensure that the limits to working time are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

This declaration will not prejudice your application

Please note:

- If you do have other job(s), your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored.
- If you are selected for interview the implications will be carefully discussed with you. The department may consider it necessary to discuss the situation with your other employer(s) but only with your permission.
- Depending on the overall situation and the outcome of discussions with you, the department would have the following options:
 - not to offer you the position
 - offer the position on reduced hours
 - offer the position providing the other work is relinquished (or the hours reduced)
 - offer the position and enter into an agreement with you to opt out of the weekly working time limit.

Employment you intend to continue should you be appointed to the post applied for.

Please complete and sign **either** Section 1 **or** Section 2 below.

Your application cannot be processed if you do not return this part of the form.

Please declare **any** other job, whether it is with other agencies, local authorities, and public bodies or with private companies/employers.

Section 1 – No other employment			
I confirm that I do not have any other employment.			
Signature			
Print Name			
Date			
If form has been completed electronically please place an 'x' in this box in place of your signature →			<input type="checkbox"/>
Section 2 – Other Employment			
Employment that I intend to continue with is detailed below:			
Weekly hours must specify total regularly worked (including overtime)			
Please use 24-hour clock			
Job Title	Weekly Hours	Start Time	End Time
Signature			
Print Name			
Date			
If form has been completed electronically please place an 'x' in this box in place of your signature →			<input type="checkbox"/>

References

Please provide two references. One must be your current or last employer (where applicable) and the other, a second employer. References must be completed by Managers/Owners or Proprietors/HR Department and be for a period of no less than 2 years. Should your current employment be your first ever employment; please provide an academic referee.

A job offer will not be made without complete references including all gaps in employment being verified.

Note: We reserve the right to seek references at any point during the recruitment process and by you personally completing this section of the form; you are giving Premier Care Nursing Agency your permission to seek the necessary references to move forward with your application.

Please refer to GDPR reference declaration (pg. 8); it is imperative that you complete this to enable Premier Care to obtain references on your behalf. Without this, referees are within their rights to refuse the provision of any references.

Current/last employer	
Full name	
Job title	
Organisation	
Address	
Email address	
Tel No	
Second referee	
Full name	
Job title	
Organisation	
Address	
Email address	
Tel No	

Your referee' will be contacted prior to interview & registration



In light of General Data Protection Regulations (GDPR);

I (please print name).....

hereby agree that by completing this declaration; I am giving my written permission for any referee contacted on my behalf to share employment confirmation with Premier Care Nursing Agency as a potential employer

Signed.....

Dated.....

Warnings and Disciplinary Issues

Have you ever resigned or been dismissed in the face of a dismissal or warning? (select as applicable)		Yes <input type="checkbox"/> / No <input type="checkbox"/>
Have you ever been (to your knowledge) the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?		Yes <input type="checkbox"/> / No <input type="checkbox"/>
If you have answered yes to either of the above questions, you must supply details on a separate sheet of paper, place it in a sealed envelope marked 'Confidential - For the attention of the Recruitment Support Team' and attach it to your application form.		
I have attached details requested		Yes <input type="checkbox"/> / No <input type="checkbox"/>
Please list any disciplinary offences or warnings you have received at any time or state if not applicable.		
Reason for warning	Date	Name/address of employer

Rehabilitation of Offenders Act 1974

You are required to declare any criminal convictions (including bind over and cautions) which are not "spent" in accordance with the Rehabilitation of Offenders Act 1974. Some of our posts carry exempt status under the provisions of the Act for which you are required to declare any convictions regardless of whether or not the time limit has elapsed.

For posts that are exempt under the Rehabilitation of Offenders Act 1974:	
Have you ever been convicted of a criminal offence?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Have you ever received a penalty notice, bind over order, caution, including driving offences?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Are there any alleged offences outstanding against you?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
For all other posts:	
Do you have any criminal convictions which are not yet "spent"?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'Confidential - For the attention of the Recruitment Support Team'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.	

Equal Opportunities Monitoring

Please complete fully and return together with your application in the envelope marked “Confidential – For the attention of the Recruitment Support Team”

Declaration

I declare that the information given both on this application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Services, if I am appointed, liable to termination.

Signed:

Date

Print name

If form has been completed electronically
please place an 'x' in this box to indicate your consent →



Data Protection

Premier Care Nursing Agency will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.

Your details will be kept both electronically and in hard copy. We will not disclose any information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud and audit related purposes.

Premier Care's designated DPO (Data Protection Officer) is as follows: -

Mark Gibby – Managing Director

mark@premiercare.uk.com

Tel: 01424 734 040

How to return your form

For HCA/SW & Nursery Assistants please return form to your local branch of Premier Care:

Bexhill@premiercare.uk.com

lorna@premiercare.uk.com

33 Station Road, Bexhill on Sea, TN40 1RG

For Registered Nurse posts please return your application to:

Bexhill@premiercare.uk.com

lorna@premiercare.uk.com

33 Station Road, Bexhill On Sea TN40 1RG

INCOMPLETE FORMS WILL NOT BE PROCESSED

If you are returning your application by post, please ensure you use the correct postage for the size, weight and thickness of your envelope in line with the revised posting system introduced in August 2006

Premier Care Nursing Agency

33 Station Road, Bexhill, TN40 1RG

T: 01424 734040

E: administrators@premiercare.uk.com

W: www.premiercare.uk.com



Premier Care Nursing Agency wants to meet the aims and commitments set out in its equality policy. Completion of this form is optional. The data will only be used for general statistical and monitoring purposes and will not be taken into account when assessing your application form. Completed monitoring forms are anonymous and processed separately.

By completing this form, you will help us better understand how we, as an employer, can ensure equality of opportunity for all.

This is sensitive personal data and will be treated in line with the requirements of Data Protection legislation.

Gender

Man Woman Intersex Non-binary Prefer not to say

If you prefer to use your own term, please specify here:

Are you married or in a civil partnership? Yes No Prefer not to say

Age

16-24 25-29 30-34 35-39 40-44 45-49 50-54
55-59 60-64 65+ Prefer not to say

What is your nationality?

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say
Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian
Prefer not to say Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say
Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say
Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?
Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Prefer not to say

If you prefer to use your own term, please specify here:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu

Jewish Muslim Sikh Prefer not to say

If other religion or belief, please write in:

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours

Annualised hours Job-share Flexible shifts Compressed hours

Homeworking Prefer not to say If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)

Primary carer of disabled child/children Primary carer of disabled adult (18 and over)

Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say If other, please write in:

Data protection statement

Premier Care Nursing Agency uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will treat all personal information in line with current data protection legislation and our data protection policy.

By completing this form, you have helped us better understand how we, as an employer, ensure equality of opportunity for all.

Thank you for completing this form

PREMIER CARE NURSING AGENCY				
First issued	Review date	Version	Policy no.	Page 1 of 2
March 2018	January 2025	1	079	
PRIVACY POLICY				

Premier Care Nursing Agency recognises the importance of protecting the privacy and the rights of individuals in relation to their personal information; and is therefore committed to safeguarding and preserving your privacy. We comply with the principles of Data Protection and aim to maintain best-practice standards in our processing of personal and / or sensitive data.

Information that we collect

The types of information that we collect and hold about you could include: -

- I D information such as name, postal address, email address, telephone numbers and date of birth
- Other contact details
- Financial details such as method of payment
- Any other information that we think is necessary

How we use your information

- We use the information that we have collected from you together with information we have obtained from our dealings with you in relation to services we provide to you and / or your use of those services and to provide services that you request
- to communicate with you
- to personalise information sent to you
- to inform you of any changes in services

We do not sell trade or rent your personal information to others and we never share your details with any third parties to use your data to enable them to provide you with information regarding unrelated goods or services.

Storing Personal Data

We take reasonable steps to ensure your personal information is protected from misuse and loss and from unauthorised access, modification or disclosure. We store all information you provide to us, including information via forms that you have completed and information we may have collected in either / or both electronic and hard copy form. Any new information you provide us may be used to update an existing record that we hold for you. We do our utmost to ensure that all reasonable steps are taken to make sure that your data is stored

securely. Personal information is destroyed or de-identified when no longer needed. In addition, we restrict information disclosed to the absolute minimum necessary to provide a service.

Unfortunately, the sending of information via the internet is not totally secure and on occasion such information can be intercepted. We cannot guarantee the security of data that you choose to send us electronically and sending such information is entirely at your own risk.

As required by Data Protection we follow strict security procedures in the storage and disclosure of information you have given to us.

How do we correct your personal information?

Contact us if you think there is something wrong with the personal information we hold about you and we will correct it if its inaccurate, out of date, incomplete, irrelevant or misleading.

Cookies

What are Cookies?

Cookies are small data files that a website may put on your device, which in turn sends information back to the website. They cannot affect the device, but they do collect information that can be used to enhance the website. Rest assured that cookies do not store personal details but without them some services on the site may not work i.e. if cookies are disabled on your device you will still be able to use most of the site but it may limit what you can do. (For further information please refer to Premier Care' Internet Privacy and Cookies Policy no 080)

Complaints

If you have a complaint about how we handle your personal information, we want to hear from you and you can contact us by either telephoning our head office on 01424 734 040 or email bexhill@premiercare.uk.com

AGENCY HOURLY PAY RATES from 1st April 2024

PAYE employees will have automatic deductions for income tax, NI and workplace pensions.

The first two are obligatory but you can opt out of your pension deduction currently set at 3% of your **gross** earnings, i.e. before income tax & NI are deducted.

You will also accrue holiday pay at a rate of 12.07% for every pound earned

	STANDARD RATE Support, Elderly & Nursery
DAYS	
Mon - Fri	£12.50
Sat	£13.00
Sun	£13.00
Public Holidays	£18.75

NIGHTS	
Mon - Fri	£12.50
Sat	£13.25
Sun	£13.25
Public Holidays	£18.75 <i>(PLUS 24th & 31st December)</i>

SLEEP-IN SHIFTS Sleep-ins are paid as per below:

1. The hours that you are told that you can “stand down”/go to sleep are paid at £5.00 per hour.
2. All other hours are paid at the standard waking night for that particular night of the week. Most sleep-ins normally work out roughly 50/50 waking/sleeping. This being the case you **must** record these hours separately on your timesheet.

ALL “meds” shifts PLUS £1.50ph

Travel Enhancement Unless a client books you directly, for all journeys of more than ten miles a taxable travel enhancement is paid at 25p per mile (**paid both ways**) Public transport journeys (over ten miles...) are paid at the actual cost of your bus or train (tickets required). **BUT** for shifts in ESCC **owned** homes (due to very tight margins..) no travel enhancements are paid

NIGHT SHIFTS

NHS: (**Apart** from “East Sussex NHS Trust”) For all **other** NHS Trusts night shifts pay rates will change at midnight if the rate on the following day/night differs.

ESCC owned homes: All Bank Holiday nights are paid at the bank holiday rate for the hours that correspond with the 24 hours of that Bank Holiday.

ALL OTHER SHIFTS: Unless otherwise advised all other night shifts are paid **all night** at the rate applicable to the day the shift starts, i.e. rates do **NOT** change at midnight.