



New Starter Pack

Please complete all pages and return them to the address below. If you have any queries, please do not hesitate to contact us.



Classique Care Services • The Lansdowne Building
2 Lansdowne Road • Croydon • Surrey • CR9 2ER
Tel: 020 8936 7603 • Fax: 020 8263 6100



Classique Care Services Limited
The Lansdowne Building
2 Lansdowne Road Croydon
Surrey
CR9 2ER

Dear Applicant,

Thank you for choosing Classique Care Services,

We offer

- Excellent Rates of Pay
- Free Mandatory Training
- Uniform
- Holiday Pay
- Supervision Service

In order for us to process your application as quickly as possible it is essential for us to view the following information:

- Proof of identity
- 2 Proof of current address (i.e. utility bill/bank statement)
- Any certificates relevant to your application
- Copy of C.V. (Essential)
- Proof of N.I. number
- Where applicable a copy of resident permit and/or student visa (to comply with Immigration and Asylum Act 1999.)
- Bank details

We look forward to receiving your pack. Please do not hesitate to contact us with any queries.

Yours Faithfully

Classique Care Services.

DOMICILIARY CARE WORKER

1. Application

Position applied for	
Employment start date	

2. Prepared for work

Full time	YES / NO	Part time	YES / NO	Shift work	YES / NO
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3. Personal details

Full name		Title	
Address			
Telephone numbers	Home		
	Mobile		
Email address			
National insurance number			
Passport number		Issue Date	
Do you own a car?	YES / NO	Have a current license?	YES / NO
If yes, license type	Provisional / full		
Driving license number			
Do you have any current driving convictions	YES / NO	If yes, give details including dates	
Date of Birth			

4. Permission to work in the UK

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?	YES / NO
Have you provided proof of your work permit required to work in the UK?	YES / NO

5. Next of kin

1st Emergency contact name	
Relationship to you	
Contact number	
Email Address	
Home Address	
2nd Emergency contact name	
Relationship to you	
Contact number	
Email Address	
Home Address	

Bank Details

Bank name
Account name
Sort code
Account number

The Data Protection Act 1998 requires that any staff handling personal data must follow certain principles in relation to the data that they hold. Individuals have rights of access to data that is held and rights to claim for damages if various offences occur. This covers manual as well as computerized records.

In implementing the legislation, Classique Care Services adopts a simple a straightforward policy.

If you are unsuccessful in this application, we will keep this form on file for 6 months should you wish to be considered for other vacancies within Classique Care Services.

Please tick to show your agreement to this.

CONFIDENTIAL DECLARATION FORM

We are very aware of the potentially sensitive and confidential nature of the information contained in this document, and wish to assure you that it will be treated in the utmost confidence, and handled strictly according to our Policy on Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information.

This form will be held securely and in strict confidence by the Head of Human resources.

Having a criminal record will not necessarily bar you from working for this Company. This will depend on the nature of the position and the circumstances and background of your offences.

We are committed to the fair treatment of employees and everyone who engages in activities based within the organization.

Relevant criminal convictions and other associated information will be discussed at interview in order to assess job-related risks.

The post for which you have applied is/is not* exempt under the Rehabilitation of Offenders Act.

The post is exempt, so you are required to disclose all criminal record information, including details and dates of 'spent' Convictions, Cautions, reprimands and final warning.

Cautions, reprimands and final warnings are considered 'spent' immediately they are given.

PLEASE ENSURE YOU SIGN AND DATE THE DECLARATION BELOW

DECLARATION

I am committed to protecting and safeguarding children, young people and vulnerable adults from abuse. I understand that to knowingly give false information or to omit information will be considered as a breach of trust and could result in my dismissal at any time in the future. I understand that if I am subsequently convicted of any criminal offence, I must declare this to my employer. I declare that the information I have given on this form is correct. I also understand that, if I am not appointed because of the contents of this form, my details will be retained in confidence for a period of two years.

Signed: Name in print

Date

CODE OF CONDUCT

As a Classique Care Services (CCS) Care Assistant, you are required to carefully read and sign this document as agreeing to carry out your duties for Service Users in line with this Code of Conduct.

Please state your full name:

- You must provide (at all times) due respect, courtesy and understanding.
- You must provide the care required in a professional, helpful and appropriate manner.
- You must not accept offers of gifts or cash or other inducements of any kind.
- You must not act as executor, witness, appointee or beneficiary to wills etc.
- You must not enter into private arrangements to agree or provide additional services.
- You must not smoke whilst on or in a service users premises and home.
- You must not consume alcohol, recreational drugs or be under the influence of, whilst on duty.
- You must not arrange to meet your friends, family or others at service users homes.
- You must not transport a service user by vehicle or other means to your own home.
- You must not use a service users property or possessions unless relevant to their care.
- You must not shop for yourself whilst carrying out this duty on behalf of service users.
- You must not conduct your own financial matters whilst on such duty for service users.
- You must not lend, borrow money, property or such possessions with service users.
- You must not buy or sell possessions (inc.mail order catalogues etc) for service users.
- You must not send/receive personal calls on service users communication systems.
- You must not enter a service users property without displaying a CCS identity badge.
- You must wear uniform provided at all times whilst in a service users premises and home

Note: Failure to adhere to this Code of Conduct will result in disciplinary action being taken against you and may result in your dismissal.

The Employee Handbook

I confirm that I am aware that the Employee Handbook is available to me and that I will keep myself informed of its contents, in particular with respect to my responsibilities contained therein.

I understand that my immediate supervisor will inform me of any changes to the Employee Handbook and that I should raise any queries or problems with my immediate supervisor.

I confirm receipt and have read the staff 'handbook' and the above Code of Conduct provided to me by Classique Care Services.

Signature of Employee:

Signature on behalf of CCS:

Date:/...../.....

PROBATIONARY PERIOD

- The purpose of a probationary period is to provide a framework for identifying and sorting out any early difficulties which may occur in the performance of the job and to provide for early termination of employment if such difficulties are not resolvable during this period.
- CCS's probationary period is for a six-month period from the date of commencement.
- Regular supervision meetings will take place on a monthly basis (and more frequently if necessary). During supervision meetings constructive feedback is given to the employee highlighting both achievements and areas of weakness using suitable examples. The employee is encouraged to identify areas of difficulty and ways of resolving these should be clearly defined by both parties; thereafter appropriate solutions to problems or difficulties are discussed. Notes of such meetings are drawn up and kept on personnel records.
- a first probationary review takes place at three months;
- a final probationary review takes place shortly before the end of the six-month period;
- During the probationary period the period of notice will be one week on either side.

RATES OF PAY

During the probationary period, the rate payable will be £10 per hour for all care work. However, performance will be assessed on a regular basis and rates may be increased during that period should performance prove to be satisfactory.

Upon completion of the 6-month probation period, the following rate will apply:

£10 per hour for all hours worked Monday to Sunday

FUNDING FOR TRAINING
TERMS AND CONDITIONS

I undertake that should I leave your employment within the time-scales as defined, I will repay the amounts as specified below, on or before my last working day and, by signing this form, expressly grant you permission to make deductions up to the full amount due from any monies due to me. Should such deductions be insufficient, I further undertake to repay the whole balance outstanding by the final day of my employment.

Training Repayment Terms

Leave employment within three months of completion of training	90% of costs as stated below
Leave employment between three and six months of completion of training	70% of costs as stated below
Leave employment between six and twelve months of completion of training	50% of costs as stated below
Leave employment between twelve and twenty four months of completion of training	25% of costs as stated below

Please be advised that the maximum cost per course does not exceed £500

Signed

Print Name

Dated

Signed (for Employer)

We are required to obtain an Enhanced DBS check from UKHCA in advance of your commencement date. These costs are for your account and are non-refundable.

Enhanced DBS Check : Full cost £65

You can pay by debit or credit card at our office (The Lansdowne Building, 2 Lansdowne Road, Croydon, CR9 2ER.

Should either document disclose any information which will deem you unsuitable for the position we reserve the right to inform you thereof and your application may be disqualified.

An Agreement

between

**Classique Care Services
Limited.**
(The Employer)

(hereinafter known as '**The Employee**')

The Employee covenants that for a period of 6 months immediately following the termination of his/her employment with *The Employer* he/she will not, either as Principal, Agent, Employee, Director or in any other capacity, whether directly or indirectly offer, solicit the sale of, or in any other way provide the services of a Care Agency (as per those services undertaken by *The Employer*) to any individual, firm, partnership, company (or associate of such company) who is a client of *The Employer*, or with whom the employee has had any dealings, or to whom the employee has been introduced during the course of employment by *The Employer*.

Signed:
(The Employee)

Date

Signed
(On behalf of The Employer)

(Name)

Date

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Care Quality Commission registered provider No:1-2589576654