



"Everybody needs somebody"

Carers and Companion Housekeepers

**Residential Daily Temporary Permanent
Nationwide**

Recruitment procedures for Bunbury Carers

Our 'Rosy Rota' service is very special and we believe, quite unique. It is designed to offer the most considerate, convenient and flexible system of caring for the elderly or infirm, who wish to continue living in their own home for as long as is practically possible.

As one of our Rosy Rota Carers, you are expected to maintain the dignity, respect and confidentiality of the Employer. Your role will be a combination of caring, cooking, housekeeping and companionship. You are not expected to do heavy cleaning duties. You must dress neatly and be clean and tidy at all times.

Having taken full details of your care experience and carefully checked and assessed your references, we will try to find you a vacancy most suitable to your needs. We like to book 6 – 8 weeks in advance. Where possible we like to carry out face-to-face interviews, if that is not possible, detailed telephone interviews will take place and then you will be asked to meet us as soon as you are in the area.

You are not employed by the Agency. As you are self-employed, you are responsible for your own Tax and National Insurance and **must** register this with the Inland Revenue. Your wage will be determined by the Agency but paid by the Employer at the end of each engagement along with other expenses such as travel costs. Bank Holidays are double pay. **Please note:** It is not illegal to be paid in cash as long as you declare it to the Inland Revenue. If you are claiming any benefits you **must** inform the DHSS as soon as you receive any earnings.

The Agency will use their best endeavours to obtain suitable positions for you. However, there can be no guarantee that a successful vacancy will be found.

It is compulsory that you have your own Professional Liability and Malpractice insurance. We have arranged competitive cover with Primecare Insurance at a cost of **£84.21** per annum. A Carer **must** also take out the relevant car insurance if you have to drive an employer in your own car. The Agency shall incur no liability whatsoever or howsoever arising from any act, default, negligence or otherwise of any Staff employed by the Employers through the Agency.

All Carers **must** abide by the Agency's Code of Conduct, a copy of which will be provided once your registration has been completed.

The Agency is in compliance with the Data Protection Act 1998. All information held on you will be safely stored in accordance with the Act.

The Agency is an Equal Opportunities Agency and complies with current legislation including the Sex Discrimination and Race Relations Act.

We cannot offer you any vacancies unless you have fully complied with our registration requirements. Please see overleaf for list of documents required.

IMPORTANT DOCUMENTS REQUIRED

1 EMPLOYMENT HISTORY

CV or letter listing full employment history, giving explanations for any gaps in employment and your reason for leaving your last employer.

2 QUALIFICATIONS & REFERENCES

In order to register as a Carer you must provide the following documents:

- Up to date certificates for Moving & Handling, Food Hygiene, First Aid and Medication Administration.
- Photocopies of any other relevant qualifications e.g. NVQ, City & Guilds, Nursing, Caring, Cooking etc.
- **TWO** written References from your most recent employers.
- All references **MUST** have full name, address, contact telephone number, date and signature. We cannot accept references from family members.
- Written declaration from yourself that you are in good physical and mental health.
- Written declaration that you are self employed and pay Tax and National Insurance.
- Valid insurance certificate. (If you do not have insurance, we can advise you on this once your references have been checked).

3 IDENTITY

- Photocopy of your Passport.
- NB: If you are not a British National we **MUST** have a copy of your Passport, Visa and working papers.
- Photocopy of Driving Licence.
- **TWO** recent passport size photographs of yourself.
- Copy of a recent Utility Bill or Bank Statement addressed to you confirming your current address.
- Please ensure you provide your National Insurance Number on the registration form.

4 DBS DISCLOSURE CERTIFICATES

- You will be required to take out a new enhanced DBS with our Umbrella Body. Existing certificates are non transferable unless you are on the 'Update Service'.
- You will be required to send original documents. Photocopies are not acceptable.
- Once your documents have been authorised by the Agency, they will be returned to you by Recorded Delivery.
- Your application will be processed by our Government Registered Body and will be valid with our agency for 3 years.
- The Fee is **£65.60**.
- Your DBS documents will be processed through our on-line system. Please be patient because time schedules for issuing your certificate is dependant on the Police Authority.
- We cannot offer you any vacancies until your Disclosure Certificate has been issued.

**The Bunbury Agency takes great pride in looking after all the Staff who register with us.
We look forward to helping you find the right vacancy that matches your expertise.**

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