



# LDN LONDON

Learning Disability Network London



## Application form for support workers

To be a support worker you will need to:

- share our values
- be caring
- be able
- be responsible
- communicate well

Please read our detailed expectations of a support worker (pages 1 – 2). These are used to recruit staff. If you then consider that you can meet these standard if you join us, complete this form, and return it to [recruitment@ldnlondon.org](mailto:recruitment@ldnlondon.org).

### Our standards

#### Sharing our values means:

- you want to support people with learning disabilities
- you are friendly and enthusiastic
- you can work collaboratively with colleagues as part of a team
- you take pride in your work
- you help and encourage the people we support to achieve their personal goals
- you are punctual
- you try new things
- you support people with learning disabilities in line with our values

#### Being caring means:

- you put the people we support first
- you are patient
- you treat people with dignity and respect
- you promote healthy living and independence in the people we support

- you support people with maintaining positive behaviour
- you can help people with limited communicate skills to be heard and understood
- you respond to emerging health, care and support needs

### **Being able means:**

- you carry out your job to the best of your abilities
- you are aware of and follow all relevant guidelines, policies, and procedures
- you are flexible and are able to deal with unexpected events
- you have maths skills appropriate to your role
- you take pride in your workplace
- you are able to support people with personal care
- you enable people to move and, if necessary, can push a wheelchair, use a hoist etc.
- you can support people to be active and go out in their community
- you can work on a rota basis over 7 days, including early starts (7am), late finishes (10pm), weekends and sleep-ins. *if the hours you can work are limited or you want more flexibility to choose your working hours you should apply for a part time or sessional worker role*
- you can pass our vetting checks

### **Being responsible means:**

- you are honest and trustworthy
- you can work on your own and take decisions when necessary
- you understand risk and danger and act to ensure you, the people we support, and colleagues stay safe
- you are aware of safeguarding risks and raise concerns appropriately
- you support service users according to their support plans and with any medication
- you take responsibility for your own development, learning on the job and in formal settings
- you reflect on your own work and learn from events

### **Communicating well means:**

- you communicate respectfully
- you listen to people and consider what they say
- you share information appropriately
- you speak and write clearly and accurately
- you have IT skills appropriate to your role
- you can complete logbooks accurately and write reports of incidents etc.
- you solve problems with your colleagues in private
- you communicate with people you support in a way they understand

## Your application

Your application should be typewritten as forms that are not legible may not be accepted.

You must complete ALL sections.

### 1 – Your personal details

Title      Ms       Miss       Mrs       Mr       Other (write in)

First names

Surname

Address

Postcode

Mobile phone number

Home phone number

Email address

We will use this as the default method of correspondence

Where did you hear about this vacancy?

### 2 – Why do you want to work for LDN London?

Tell us why you want work for LDN London. **Please use 50-100 words.**

### 3 – Why would you make a great support worker?

Our values are that people with learning disabilities have the right to stay healthy, be safe, and live well. Our Support Workers practise our values in all aspects of their work and provide information and direct support for people to make choices and decisions in every aspect of their lives, so that they can do the things they always wanted to do and the things that they never thought possible.

1. Tell us about one thing that you are proud of that relates to helping and supporting others. Tell us how you knew that the activity was a success. **Use 100-200 words**

2. Give an example of when you have worked well in a team. How did you know you were effective? **Use 100-200 words**

## 4 – Do you share our values?

Agree      Disagree

### Can you live our values?

Being late for work only affects me and my work colleagues.

We should not encourage people we support to do activities outside normal working hours.

I don't have to accompany someone to church if it's not my religion.

### Are you caring?

If someone has bugs in their room and chooses not to clean we should not do anything about this.

Sometimes you might be too busy to pass the time of day with someone we support.

Its ok to make a personal call on my mobile phone if the person I am supporting is using theirs.

### Are you able?

I should support people in the community, even if they need assistance with their mobility.

Some people have behaviours that mean I may need to learn and use techniques to keep everyone safe.

Some people find going out difficult, it's not my job to support them to go out if they say they don't want to.

We don't need to support people in the community if it is raining.

### Are you responsible?

People we support should be allowed to take risks in some circumstances.

If someone tells me that someone we support is being abused I cannot tell anyone else if I was told "in confidence".

Medication errors are ok if nobody is injured.

### Do you communicate well?

People I may be supporting are vulnerable and may need me to speak up if they are at risk of harm.

It does not matter if I have poor handwriting when I write about the people we support.

Its ok to write your opinions about colleagues and people you support in logs and records.



## 7 – Employment gaps

List any gaps in your employment.

Period		Reason for employment gap
From	To	

## 8 – Education and training

Give details of your education and training relevant to the role of support worker.

From	To	Name of school/ college/ university/ training provider	Course and any qualifications gained

## 9 – Criminal convictions

Support Worker posts are exempt from the provisions of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (exemption) order 1975. A criminal conviction will not necessarily debar you from employment with LDN London – we will undertake a risk assessment related to your conviction(s) and the post offered.

Yes                  No

Have you ever been cautioned / reprimanded / bound over / convicted of a crime (spent or otherwise)?

If “Yes” please give details below:

## 10 – Other information

Please mark in the box if you would you like us to consider reasonable adjustments for interview as a result of a disability, impairment or health condition.

What would you like us to consider?

**On what basis do you have the right to work in the UK?**

Please mark one

a) UK / Irish citizen

b) Work permit/ visa / EEA citizen with the right to work

Please detail below

c) Other

Please detail below

Yes No

**Have you ever been subject of an investigation or formal action at work (e.g. capability or disciplinary)?**

If "Yes" please give details below:

Yes No

**Have you ever been the subject of an investigation or formal action by a regulatory authority (e.g. Local Authority, professional standards body, CQC) including, but not limited to safeguarding?**

If "Yes" please give details below:

Yes No

**Are you vaccinated, or willing to be vaccinated against Covid-19?**

If "No" please give details below

## 11 – Referees

Any offer of employment is subject to a minimum of 2 satisfactory references. References from relatives or friends are not acceptable.

You must provide referee details for:

- your current or most recent employment
- previous employers to cover the last 3 years
- employers more than 3 years ago if you worked in adult social care
- a character referee who has known you for at least 3 years if you cannot provide employment references that cover ALL of the last 3 years.

### Reference 1

Organisation

Address

Role you did

Dates you were there

Name of referee

Referee's job title

Phone number

Email address


### Reference 2

Organisation

Address

Role you did

Dates you were there

Name of referee

Referee's job title

Phone number

Email address


### Reference 3

Organisation

Address

Role you did

Dates you were there

Name of referee

Referee's job title

Phone number

Email address


Detail any additional referees in a separate email.

## 12 – Work preferences and limitations

Do you want to work days or nights? (Mark one) Days  
Nights

How many days a week do you want to work? (Mark one) 5  
4  
3  
2

I want to work sessionally and choose when I work (Care bank work)

Yes No

Are you able work shifts, starting work at 7.30 am when working an early shift and finishing at 10.00 pm in the evening? (*Ignore if applying for night work*)

Are you able to work in a service with sleep ins?

*This normally means starting your shift at 1:00pm, going to sleep on site at 10.00pm, starting your shift at 7.00am the next day and finishing 1.00pm  
(You would receive an additional payment each time you sleep in)*

If you want to work **4 or 5 days per week**, are you able to work alternate weekends?

If you want to work **2 or 3 days per week** are you able to work some weekends each month?

Are you able to use a computer to read and write documents?

Are you able to read and write emails?

Can you use mobile phone or tablet-based apps?

With training can you push wheelchairs (including specialist ones) and use hoists?

Can you support people with personal care needs (including bathing and using the toilet) with dignity and respect?

If you have marked “No” in any of the boxes above please provide an explanation below. As part of any interview or compliance checks we may need to discuss with you how it to may impact on your suitability for the role. If you are unable to undertake the full role we will consider adjustments; they will only be made if reasonable.

Where would you prefer to work?

(Mark all that apply)

- Westminster
- Kensington & Chelsea
- Camden
- Islington
- Any area

What group(s) of people would you prefer to support?

(Mark all that apply)

- People with profound multiple learning disabilities
- People with autism and mental health needs
- People with ageing and dementia needs
- People in the community (outreach work)
- Any group of people we support

## 13 – Commitments

Please detail any commitments you would want us to honour – e.g. days you cannot or prefer not to work (please give reasons), courses you attend.

LDN London may agree to honour commitments you have outlined here; any agreement would be detailed in your offer of employment. LDN London reserves the right to subsequently review this in consultation with you if necessary for the provision of our services.

## 14 – What happens next?

Please complete this form and return to [recruitment@ldnlondon.org](mailto:recruitment@ldnlondon.org) along with any additional information.

You will not normally be called for an interview if you have not completed an application form and demonstrated your suitability for work at LDN London. If you have attended an open day you must complete an application form after the open day if you have not already done so.

Selection will be by interview, some of which may be held remotely or as part of a visit to one of our services.

If we decide to offer you work at LDN London we will offer it subject to a number of conditions and checks. You must meet all these conditions and pass our compliance

checks to have your offer confirmed. Some of these are legal requirements, others are to confirm you are committed to our values. Our compliance checks can take some time, so we ask you to:

- provide accurate and timely information
- respond quickly and constructively to requests for clarification or further information
- contact your referees to let them know that they will be receiving a reference request and ask them to respond quickly.

**If any of these checks are completed not to LDN London's satisfaction or within a reasonable timescale any offer of employment will be withdrawn.**

### **Our values**

Whenever you engage with our staff or people we support your values will be assessed.

### **Full employment history**

You will have to provide a full employment history (including any gaps) for the full period since you left full time education, including the reason for leaving any employment in related work.

### **Satisfactory references**

We will need to get references covering:

- your current or most recent employment
- previous employers to cover the last 3 years
- employers more than 3 years ago if you worked in adult social care
- a character referee if you cannot provide employment references for the last 3 years.

Where you have undertaken related work we will also need to establish evidence of good conduct in that work.

### **Disclosure and Barring Services (DBS) criminal record check**

We will obtain an enhanced DBS check for all successful candidates. If you are not a member of the DBS update service you will need to join it.

### **Identity and right to work in the UK**

You must provide documentary evidence of who are and that you can legally do the work on offer – you will need to bring your documents to our Head Office.

### **Covid-19**

You will need to be vaccinated against Covid-19, agree to regular Covid-19 testing, and wear any necessary personal protective equipment provided.

### **Fitness to work**

We must be satisfied that you are fit enough to do the work offered – you will need to complete a health form that will be reviewed by our occupational health service.

## Adjustments

If you pass our fitness requirement and tell us about a disability, impairment or health condition that affects your ability to do your role we may be able to make reasonable adjustments to make a work offer viable or to reduce barriers. Adjustments may be made if they are practical, affordable, not unreasonably disruptive and the remaining job is still a viable role.

## 15 – Declaration

I understand that the information contained in this form is personal data, which will be held on computer and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Act 2018. I understand that if I am not appointed this data will be held for 6 months and then destroyed.

I declare that I have been honest, and the information given on this form is correct to the best of my knowledge.

I understand that my application may be disqualified or, if appointed, formal action, including dismissal could be taken against me if I have given any false information or misrepresented anything.

I understand that if I enter my name in the signature box instead of a real signature and submit this application by email I accept and agree to be bound by the conditions of this declaration.

Signature


Date