

met by the applicant.

Important—Please be aware that the roles for which you are applying are exempt from s.4(2) Rehabilitation of Offender Act 1974, meaning no conviction is classed as 'spent' and any conviction/bind-over/caution/reprimand/warning MUST be declared during recruitment in order for the organisation to make an informed decision as to whether it may affect your application for employment.

Many people are surprised and unaware when action from minor offences from many years ago are documented on their DBS Check upon its return. We strongly advise you to disclose any dealings with the Police or other official bodies no matter how minor or long ago so that we can discuss these before you have paid for your DBS and we have completed all of our paperwork.

If you fail to disclose something that shows up on a DBS, your offer of employment is likely to be withdrawn as honesty is very important. Any information you disclose will remain confidential and will only be considered in relation to your application for employment.

#### Right to Work in the UK

In line with the Asylum and Immigration Act 1996 TLC has a legal obligation to ensure every applicant is eligible to work within the UK. Therefore, we will ask you to provide proof of this once you have been confirmed as successful with your application. We will ask you provide certain documents during your DBS appointment which we can use to verify your right to work in the UK.

Usually the easiest way to prove eligibility is a valid passport with the necessary documentation within. If you do not have a valid passport please contact the HR department who will provide you with a list of other documents that are acceptable as evidence of your right to work in the UK.

#### What happens next

Your application will be reviewed by the HR Department and you should hear from us within 14 days of its receipt.

If your application is successful, it will be progressed to the next stage and you will be invited to attend an assessment and interview. Good luck in your application!

## Working for TLC Homecare Ltd

### Guidance for your Application



Contact us:  
TLC Homecare Ltd  
Maple House  
Maple Estate  
Stocks Lane  
Barnsley  
S75 2BL

Tel: 01226 785 911  
Fax: 01226 785 922

Email: [recruitment@tlc-homecare.co.uk](mailto:recruitment@tlc-homecare.co.uk)  
[www.tlc-homecare.co.uk](http://www.tlc-homecare.co.uk)

Thank you for the interest you have shown in TLC Homecare Ltd.

This booklet contains all the essential information and guidance you need before completing and submitting your application for employment to us.

If you cannot find the answer within the booklet please feel free to chat with our HR Department who will be more than happy to answer your questions.

#### About Us

Established in 1995 and now part of the Optimo Care Group, we provide vital care and support to a wide variety of people within our local community, offering them an individually tailored package that is centred around their own capabilities and requirements.

We work in South Yorkshire providing services to over 500 service users, assisting them to live as independently as possible, promoting choice and life skills from anything as little as half an hour a day to 24 hours supported living.

Our current service user groups include:

- Older People
- Dementia Care
- Complex Care
- Learning & Physical Disabilities
- Mental Health



Care and support takes place in both the individuals home, day centre or out and about in the community. Please be aware that all care/support based roles involve an element of personal care, please refer to the Job Description included in your application pack for full details about the role you are applying for.

#### About You

During our many years of business we have discovered that qualifications and experience are not always essential when recruiting the right people. We look for the following qualities within our staff:

- Caring
- Friendly
- Reliable
- Professional
- Able to work on your own initiative

- A good communicator with a sense of humour
- Flexible
- Honest



#### Why Work For Us

We can offer our employees 5.6 weeks paid holiday per year (pro-rotata) an extensive Induction Training Programme and on-hand support and guidance from an experienced member of staff when you start work, which is particularly helpful if you are new to this line of work.

Training is very important in order to equip you with the knowledge and skill to deliver quality care to our service users and we will provide you with 45 hours paid training in your first year of service. We provide additional training relevant to your role in subsequent years and access to Health and Social Care Diplomas Levels 2 & 3.

#### The Application Form

The application form is an opportunity to 'sell' yourself and demonstrate why we should shortlist you for interview; it is therefore a very important document in the recruitment & selection process.

Fill in all sections of the form, if some parts are not relevant write 'not applicable' or 'N/A', please do not leave them blank as we will assume you have simply not filled that section in.

Please ensure that you complete a full 10 year employment history with dates of employment, your employers' names and full address and account for any gaps in employment.

#### References

If you are successful and offered a position with TLC, our policy is to obtain as many work based references as possible. We insist on satisfactory references from your current/most recent two employers and all social care based employment. We may request additional references depending on length of service etc.

If you have not been previously employed we may accept character references from appropriate people. This will be discussed in further detail if you are selected for interview.

#### Disclosure & Barring Service (DBS)

All care/support based roles are subject to a full Enhanced Disclosure & Barring Service check. The current cost of this is £44 and will be