2025



Oak Tree Life Skills CIC – Application for Employment

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| **Title**: Mr Mrs Miss Ms | | **Address:**  **Postcode:** | |
| **Surname:**  **Forenames:** | |
| **Date of Birth:** |  | **Tel. number &**  **Email Address:** |  |
| **Current Driving Licence:** | Yes/ No | **Details of**  **Endorsements:** |  |
| **Schools:** | | **Qualifications Gained:** | |
| **College/University:** | | **Qualifications Gained:** | |

**Other Training/professional qualifications:**

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| Leisure: - Please note here your interests, sports and hobbies, other pastimes etc. | | | | | | | |
| **Please list below all previous employment, providing the following details for each position:**   * **From (Date):** * **To (Date):** * **Name and Address of Employer:** (including details of any breaks in employment) * **Job Title:** * **Main Duties and Responsibilities:** * **Starting Salary:** * **Finishing Salary:** | | | | | | | |
| **From**  **To** | | **Name and Address of all employers including any breaks in employment** | | | **Job Title**  **Duties** | **Start/Finish Salary** | |
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| **Notice required in current post:** | | | | | | | |
| **Present/ Last Employer:**  **Email:** | |  | **Character Reference:** (known for more than 2 years of no relation or former work colleague)  **Email:** | | |

**General Comments**

Please detail here your specific reasons for this application, your main achievements to date and the strength you would bring to this post.

**Criminal Record**

Please note any criminal convictions except those spent under the rehabilitation of offenders Act 1974. If none, please state.

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| **Job Description** |
| **Key Responsibilities:**  **A. Supporting Service Users:**   * Provide stimulation and encouragement through engaging entertainment and activities. * Develop knowledge of various learning support needs relevant to Oak Tree Life Skills CIC. * Understand and respond to the specific needs of service users, guiding them to overcome challenges and learn new skills. * Encourage and motivate service users to actively participate in workshops and tasks. * Offer positive reinforcement, praise, and rewards. * Facilitate social interaction and teamwork in workshops and around the Centre. * Support service users’ personal development and wellbeing through individual and group learning. * Help with specific tasks such as clarifying instructions, managing equipment use, assisting with personal health needs, and promoting social interactions. * Ensure service users’ safety and wellbeing at all times.   **B. Supporting Workshop Facilitators and Colleagues:**   * Assist the workshop facilitator in developing and implementing support programs. * Monitor and record service users' progress within workshops. * Provide feedback to workshop facilitators, senior staff, and management about service users’ progress and any difficulties. * Help adapt materials and tasks to ensure service users can fully participate in workshops. * Respond promptly to requests for assistance and report any concerns or incidents.   **C. Supporting Oak Tree Life Skills CIC:**   * Collaborate with senior staff and management to ensure quality service delivery. * Follow Oak Tree Life Skills CIC’s policies, procedures, and health and safety standards. * Maintain confidentiality of service users, staff, and management at all times. * Assist with manual handling and personal care tasks as needed. * Participate in team meetings and contribute to effective teamwork. * Ensure that your uniform is worn correctly and maintained daily.   **Essential Characteristics:**   * Ability to communicate effectively with a wide range of people. * Understanding the importance of confidentiality. * Ability to work effectively within a team. * Motivated and enthusiastic to work in the Health and Social Care sector. * Availability to provide cover during holidays or sickness. * Understanding of personal behaviour and its impact on colleagues, clients, and visitors. * Willingness to act in accordance with the Care Standards Act 2000 and Protection of Vulnerable Adults (POVA).   **Personal Development:**   * Engage in regular personal development discussions with management to ensure continuous improvement. * Attend relevant training courses and meet targets outlined in your personal development plan. * Participate in team meetings and contribute to team initiatives.   **Why Oak Tree Life Skills CIC?**   * We are an equal opportunities employer with a commitment to quality care and staff development. * We provide training to help you succeed and progress within your role. * Oak Tree Life Skills CIC is committed to confidentiality and upholding the highest standards of care.   **Please note:** Our operating hours are **Monday to Friday, from 7:00 a.m. to 6:00 p.m.** We do not operate on weekends or during night hours. The rate of pay for this position is **£12.21 per hour**.  **Please kindly note**: This job offer is subject to a character reference, an employer’s reference, and a Disclosure and Barring Service (DBS) check. |