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:**
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| **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. |