

Application form type

Completing the digital Application Form

If you are planning to apply as joint applicants, both will need to separately fill in the digital form. They will be linked together when you name each other in each of your forms when they have been submitted.

You don't have to complete the form all in one sitting. As long as you 'submit' the form you will receive an email link that enables you to go back and continue the submission. You will be asked to indicate when it is your final submission at the end of the form.

Completing the PDF Application Form

Please take care when completing the form and ensure all sections are completed.

The PDF document allows joint applicants to complete the form together as it has dedicated applicant 1 and applicant 2 sections.

If you are a couple and one of you is intending to take the main role of SLSW Carer please apply as a single applicant.

You can print out this form and fill it out by hand if required. We would recommend posting back via recorded delivery.

Previous addresses

If you have had more than one previous address in the last five years, please let us know.

How did you hear about Shared Lives South West?

It is very helpful to us to find out how applicants found out about us. We can use this to look at how to get information about the scheme to more people. If you have been recommended by another SLSW Carer please mention them on your application form as there is an incentive payment for them if you are approved.

Previous registration as care providers

We need to know if you have ever been registered as a care provider in any other sort of scheme before. This enables us to do some checks and references. It also gives us an indication of the sort of experience you might have which would support your application.

Other members of the household

When considering someone as a SLSW Carer, we need to get a good understanding of who is in the household and check how they might feel about sharing their home with an individual/s.

Knowing the make up of your family helps us to get a feel for what sort of matches we would be able to make – for example families with young children might offer different sorts of placements than a household with just one person in it.

Feel free to include your domestic pets in the household members if they are an important consideration in your family!

Individuals already being supported

If any of the household members are current individuals for whom you already provide a service for which you are paid we will need to explore this further. This could be a foster child approaching 18 years of age, someone living with you under a Supporting People arrangement or someone living with you paying privately for a care service from you. It may be that the individual living with you would become part of Shared Lives South West, which would require us to do some

Guidance for the Application Form

additional work to explore this fully.

Tell us about your home

SLSW Carers can support a maximum of three people at any one time in their home.

Each individual (unless already a couple) has to have their own bedroom which is in the main part of the house.

It helps to know a little about your home so we can think about whether it would be suitable for Shared Lives services. The property needs to have reasonable space for everyone to live in together and that your home offers an acceptable level of comfort and amenities. If you have downstairs accessible accommodation available please make that clear in the description of your home.

Tell us about your community

Please provide details about your community— whether it is rural or in a town, whether you are near to other houses and shops or in a more remote area. It helps to also understand the transport links near your home.

If your house has particular features that would make it unsuitable for individuals who use a wheelchair or people with walking difficulties, let us know. This might be steep steps, a house on many levels or that the house is on a hill.

What service are you interested in providing

Please tick all the boxes that apply as this really helps us to understand what you are interested in offering.

It is more helpful if you can be specific at this point rather than ticking all the boxes, but again we will look at that with you should you go on to be assessed.

Personal statement

This is where you can tell us about yourself in your own words. It is a little like the supporting statement on a job application form.

The key thing to address here is why you wish to become a SLSW Carer and the circumstances that have led you to make the application. It would be useful if you included a summary of any specific caring skills or experience and how you gained this. We would also like to gain some insight about your lifestyle and the sort of family life a individual would be entering into if they came to live with you.

We would anticipate personal statements being at least five paragraphs in length.

Current and previous employment

We expect a complete employment history of each applicant.

Please include all job/occupation roles, even if you were self-employed as we need a continuous employment history without any gaps. If you were not formally working but were raising your family or caring for a relative, then please note that in this section.

If you have relevant training or qualifications please let us know. This might have been gained through your employment or in your own time. The sort of things that are relevant are NVQs in care, social work or health qualifications, first aid qualifications (if within the last 3 years) and any other training relevant to caring for vulnerable adults.

References

If you are applying as a joint applicant you both need to provide the relevant references requested.

Guidance for the Application Form

They must not be duplications of each others.

Each applicant must provide: current employer, foster reference if applicable (even if it was some time ago you fostered), three personal references.

Personal references: The personal references will give us an informed opinion about your character, personality and integrity and comment on your caring abilities in some degree.

Personal referees should not be a relative or neighbour unless there is a specific relevance (e.g. your experience as an informal carer for a family member). Only one reference can be from a family member or neighbour in these circumstances. Preferably referees should have known you for a minimum of five years to give a good history of your skills and experience.

Employer's reference: This should be an appropriate person within your current employer's organisation. If you are not currently employed or are self employed, please indicate this on the form. It may be appropriate to ask for a reference from your last employer, depending on how long ago you worked there.

Medical reference: We ask applicants to self certify that they are fit and healthy enough to undertake the SLSW Carer role.

Mortgage/Landlord reference: We ask applicants to self certify that they have sought permission of their mortgage provider/landlord. We do have information we can provide you with to help you to progress this.

Declarations and consents

We will not process your application unless this section has been completed. Each applicant must complete their relevant part.

We need to know if there are any issues that might come up on a DBS (formerly CRB) check or on a check of the Protection of Vulnerable Adults List. Certain offences and being on the POVA list automatically exclude you from becoming a SLSW Carer, but there can be discretion about some minor offences. We would need to discuss this with your further.

We need to know of any possible conflicts of interest. This would include being an employee of SLSW or married to or living with an employee of SLSW or being a professional care worker for a service user who might be part of the scheme.

The consent section gives us permission to take up the necessary references when appropriate. It also gives us permission to keep your details on paper and electronically. We follow all the requirements of the Data Protection Act in this area and take the utmost care with your personal information.

We also have to get your permission to make your information available to CQC on request as our registering body.

If paper based, both applicants need to sign and date the form and once completed should return it to the office address. We would advise you to keep a copy. When we receive it we will acknowledge it and let you know what happens next.