

REGISTERING CARE WORKER WITH OUR SERVICE

Date:.....

Service User Agreement CAREGIVER JOBS UK for a JOB APPLICANT

Statement of Terms and Conditions relating to the service *CAREGIVER JOBS UK*
This agreement is made on the date of your signature.

between us, service **CAREGIVER JOBS UK - We recruit in the Health & Social Care sector**, service presented by **Miss MEc. Aleksandra Fudali** and you, the **Service User** (your Name and Surname)

Important

- A. This Agreement sets out the terms under which we will provide service to you.
- B. This Agreement comprises the following documents:
 - a. Terms and Conditions
 - b. Notice of the Right to Cancel
 - c. Fee Schedule
 - d. Job applicant Privacy Notice

Signing on behalf of the service
CAREGIVER JOBS UK

Name and Signature of Service User

Aleksandra Fudali

Aleksandra Fudali
Director

*This document you can fill it digitally click here: [FILL IT DIGITALLY](#) and please fill it and sign it then send back to us, to our office e-mail: office@caregiverjobsuk.co.uk



Answer the questions

- *Your age
- *Your current address
- *Your phone number
- *Your e-mail address

- *Are you a nurse? Yes or No (if yes please contact with our office)
- *Are you a doctor? Yes or No (if yes please contact with our office)

- *Are you a care worker? Yes or No
- *Are you a New Stars or old one in the health care system?.....

1. Where do you want to work:

- United Kingdom:.....
- Other country in Europe Union:
- I don't mind about localization YES / NO

2. For whom do you want to work?:

- Home Care YES / NO
- At home (private client) YES / NO
- Care agency YES / NO
- I don't know yet YES / NO

3. What type of form do you want be employed?

- Self-Employed YES / NO
- Employed (PAYE) YES / NO
- Under any arrangement for the provision of services YES / NO

4. When are you available to start the job?.....

5. What type of clients do you prefer to work for: elderly, disable people etc., I don't mind.....

6. How long do you work as a carer?

- 7. Have you got training and certificates for care worker?.....
- Have you got others training and certificates in the health care system?

8. Have you got current DBS?.....

9. Have you got 'Right to work' in the UK? YES / NO

10.....

11. Do you need Sponsorship Visa?..... YES / NO

12. Where do you live at the moment?

12. Your nationality?.....

13. Do you have 2 references to show to our Clients?..... YES / NO

14. What type of Clients you had to look after? (disable, elderly).....

15. What type of Clients you worked for? (agency, home care, private clients at home)

16. Do you smoke? YES / NO

17. Do you have a driving license UK or EU etc.?.....

18. Do you have your car in UK?.....

19. Level of your English language? (fluent, basic, communicative).....

20. Cover letter, please write it below.....



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Health & Social Care sector

CAREGIVER JOBS UK
WE RECRUIT IN THE HEALTH & SOCIAL
CARE SECTOR

Capital Office, 124 City Road, London, EC1V 2NX

Tel.: +44 7435700864

E-mail: office@caregiverjobsuk.co.uk

<http://www.caregiverjobsuk.co.uk>

The following terms are used in this document:

'Agreement' - means the agreement between You and our service **CAREGIVER JOBS UK** set out in the signed agreement and these Terms and Conditions (as varied from time to time in accordance with these Terms and Conditions).

'Job Applicant' - is a person interested in applying for a new job and completing the initial step of the hiring process by filling out a job application.

'Service' is called **CAREGIVER JOBS UK - We recruit in the Health & Social Care sector** (short called: **CAREGIVER JOBS UK**) - we offer our service through our website at <http://www.caregiverjobsuk.co.uk>/ We are not care agency and as well our service is not the company. We are self-employed team and we work for our Clients (private Clients at home, Care Agencies and Home Care) to help them to find right carers for work and we work for carers to help them to find perfect job, across the United Kingdom. We work in the Health & Social Care sector around 10 years so our Team is very experienced, as well we have full training and certificates in this sector since 2010 up to date.

We offer three levels of live-in care, depending on your experience and relevant skills, and once you've been accepted as a carer, we will discuss and agree with you as to which level you are most suited.

Together with our Clients we help to arrange short or long term care services Live in carer and Live out carer for the person, if you think you, or someone you know, needs help to cope day-to-day with needs of care. Professional care in Client's Home. Our service is for children and adult individuals, including elderly, those suffering on: Alzheimer's Disease, Dementia, Parkinson's Disease, Multiple Sclerosis, Brain Stroke, Mental Health, Spinal Cord Injury, Cancer, End of the life, within the home setting, Elderly, Disabled.

"Service User" – person, You, who use our service **CAREGIVER JOBS UK – We recruit in the Health & Social Care Sector** thought our website <http://www.caregiverjobsuk.co.uk>/

"Cancellation Notice" - means the cancellation notice contained in the Notice of the Right to Cancel set out at the end of these Terms and Conditions.

'Carer Support Worker' – You, means the person providing the care service for our Clients with whom we cooperate

'Engagement' - means the direct (private clients) or indirect (care agencies and home care) employment or engagement of a Care Support Worker by our service **CAREGIVER JOBS UK** for our Clients. Our Clients need the right carer for position Live in care, Live out care, Carer (Care Assistant), caregiver, PAs) are available to employ you - type self-employed or Employed (PAYE), under any arrangement for the provision of services.

'Fees' - means the fee for using our service **CAREGIVER JOBS UK**.

'Workplace' - means the place, the address where You will work.

'Work' – means You will be employed as soon as possible by our Client directly or indirectly.

'Care Plan' - means a written description, prepared by our Client, describing the nature and level of Services which you will be requested to supply to our Client, amended from time to time.

'Sensitive Personal Data' – this term shall have the same meaning as in the Data Protection Act 1998 (namely personal information about you and in particular your racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, membership of a trade union, medical or physical health or condition, sexuality or the commission or alleged commission of any offence). For the avoidance of doubt, we adhere to the Data Protection Act 1998 and we will never misuse your data. Full information read in section **JOB APPLICANT PRIVACY NOTICE p.4**.

"Care Service" – the care service to be provided by You to our Clients (directly) or through our partners with whom we cooperate (indirectly) and who provide care service for their Clients.

"We", "Us" or "Our" - CAREGIVER JOBS UK's service of employing you by our Client(s) to provide high quality care services.

"You", "service User" - the person, You, for whom our Service is provided by us.



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Health & Social Care sector

1. Fee

You will pay our Fee once times: total amount of **£180 British Pounds** to start work with us and use our service **CAREGIVER JOBS UK**. The fee covers applying for a job in the UK with the required documents for a carer/caregiver position, including language translation, finding the right job for You and supporting during the work.

For payment you can use our Links mentioned below (STRIPE or PAYPAL) or standard bank payment to Bank Account in the United Kingdom:

Links:

1. BY STRIPE PAY NOW!

<https://buy.stripe.com/8wMcPRaTJ9CM4Rq004>

['Pay Now 180 £'](#)

2. By PAYPAL

https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=USGN5KMZD56N2

Standard payment to Bank Account in the United Kingdom

Aleksandra Fudali
Sort Code: 23-05-80
Account Number: 39682117

Making a payment from outside of the UK?
IBAN: GB18MYMB23058039682117
SWIFT BIC: MYMBGB2L

2. Care service

We offer three levels of live-in home care, depending on your experience and relevant skills, and once you've been accepted as a carer, we will discuss and agree with you as to which level you are most suited.

3. Work

Benefits for our Registered Care Worker with our Service:

- We guarantee work for our Registered Care Workers;
- We support our Registered Care Workers before and during work;
- Our service is for a New Stars and old one carers;
- Work is immediately guaranteed for a long-term or short-term period from our Clients in the United Kingdom and European Union;
- Salary paid every two weeks or once a month;
- Paid and free courses, training (from Level 1 up to 5 of The Care Certificate): These courses and training could help you improve your wage outcomes and job prospects, and gain skills that employers value;
- Our clients offer additional employment benefits for example reimbursement of travel expenses, including airline tickets, double payment when working during Bank Holidays; free accommodation during the work, free meals, etc. (detailed benefits in our job offers);
- Employment in care agency, home care/nursing homes and private client at home;
- Visa Service - Valid UK or EU Visa and Skilled Worker Visa (You may need a visa to come to the UK or EU to study, work, visit or join family. A Skilled Worker visa allows you to come to or stay in the UK to do an eligible job with an approved employer. a permit for living and working in this country for up to 5 years. And after staying here for over five years, you can apply for an Indefinite Leave to Remain if an extension is required. However, your Certificate of Sponsorship decides the length of time you live here);
- DBS Service for care workers and others.

4. Our Carer Support Worker are not permitted to carry out the following tasks:

- heavy lifting of any kind, including lifting or moving you without appropriate equipment or an agreed moving and handling risk assessment;
- household maintenance (including DIY tasks);
- assistance with Client's finances, unless this is part of the Service specified in care plan set up by our Client.

5. Gifts and payments

The Carer Support Worker (or any other person employed by our Client) is not permitted to accept any gifts or tips.

6. Workplace

It will be the place as soon as possible where You will work to provide care service for our Client. Workplace generally clean and safe home/place free of risks and hazards.

7. Not smoking at the Workplace. For the health and safety of our staff, we ask you - and anyone else

CAREGIVER JOBS UK – Service User Agreement

Private Agreement 2024 ©Copyright by Aleksandra Fudali



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present in Workplace - to refrain from smoking, and ventilate any room that is used for care for our Client.

8. Confidentiality

We will respect your privacy and confidentiality, but – with your consent - we may disclose confidential information (including Sensitive Personal Data) about You to any other person if we believe such disclosure is in your best interest or is appropriate for the performance of the Service. We may also do so without your consent where there is a safeguarding concern, or it is required as a matter of law. Details of your name and address may be submitted to the professional body.

9. Records

You as a Carer Support Worker shall keep a digital record of the care service for our Client and any other significant information in the form of “visit notes” which are kept on the Access Care Planning system against your personal Care Plan records. We are required to keep these records and they remain our property, however you can request copies at any time, or you can view the visit notes and other information such as your personal Care Plan. You can also delegate access to these records to nominated individuals with your consent.

10. Cancellations and Termination

You can cancel the Service at any time (and for any reason) within 14 days of signing this Agreement by giving us notice in writing, either electronic or hard copy. If you give less than 14 days' notice, we reserve the right to charge a Cancellation Fee.

11. Complaints & service monitoring

We operate a feedback procedure by which you, or someone acting on your behalf, can make a complaint or suggestion in relation to the Service or about our Client.

‘Sensitive Personal Data’ JOB APPLICANT PRIVACY NOTICE

Service CAREGIVER JOBS UK - We recruit in the Health & Social Care sector is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we collect and hold on you as a job applicant. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

Data controller details. Our service and the Company (Our Client who will employ you) is a data controller, meaning that it determines the processes to be used when using your personal data.

Our contact details are as follows:

Director Aleksandra Fudali of service Caregiver Jobs UK

e-mail: office@caregiverjobsuk.co.uk

Data protection principles:

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the course of your employment in ways that have been explained to you
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed

Types of data we process:

We hold many types of data about you, including:

- your personal details including your name, address, date of birth, email address, phone numbers, next of kin.
- your photograph (only if successful in obtaining employment with us)
- gender



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- whether or not you have a disability
- information included on your CV and collected via the application form including references, education history and employment history
- documentation relating to your right to work in the UK
- driving licence, MOT
- DBS and associated ID (only if successful in obtaining employment with us)
- Training certificates and bank details (only when employed)
- Any supervisions/appraisals/spot check information (only when employed)

How we collect your data:

We collect data about you in a variety of ways including the information you would normally include in a CV or a job application form, cover letter, or notes made by our recruiting officers during a recruitment interview.

Further information will be collected directly from you when you complete forms at the start of your employment, for example, your bank and next of kin details. Other details may be collected directly from you in the form of official documentation such as your driving licence, passport or other right to work evidence.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

Personal data is kept in personnel files or within the Company's HR and IT systems.

Why we process your data:

The law on data protection allows us to process your data for certain reasons only:

- in order to perform the employment contract that we are party to
- in order to carry out legally required duties
- in order for us to carry out our legitimate interests
- to protect your interests and
- where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data.

We need to collect your data to ensure we are complying with legal requirements such as:

- carrying out checks in relation to your right to work in the UK and
- making reasonable adjustments for disabled employees.

We also collect data so that we can carry out activities which are in the legitimate interests of the Company.

We have set these out below:

- making decisions about who to offer employment to
- making decisions about salary and other benefits
- assessing training needs
- dealing with legal claims made against us

If you are unsuccessful in obtaining employment, we will seek your consent to retain your data in case other suitable job vacancies arise in the Company for which we think you may wish to apply. You are free to withhold your consent to this and there will be no consequences for withholding consent.

Special categories of data:

Special categories of data is data relating to your:

- health
- sex life
- sexual orientation
- race
- ethnic origin
- political opinion
- religion
- trade union membership and
- genetic and biometric data.

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when the following applies:

- you have given explicit consent to the processing
- we must process the data in order to carry out our legal obligations



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- we must process data for reasons of substantial public interest
- you have already made the data public.

We will use your special category data:

- for the purposes of equal opportunities monitoring

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law.

However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld.

Consent, once given, may be withdrawn at any time. There will be no consequences where consent is withdrawn.

Criminal conviction data:

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment should you be successful in obtaining employment. We use criminal conviction data in the following ways:

- At the recruitment stage to determine what, if any risk assessments need to be in place in order for you to work with vulnerable individuals.

We process this data because of our legal obligation to thoroughly assess that all employees are suitable to provide a service to vulnerable individuals in line with the regulators requirements.

Our regulator is: Care Quality Commission (CQC).

If you do not provide your data to us:

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not be able to continue with your application.

Sharing your data:

Your data will be shared with colleagues within the Company where it is necessary for them to undertake their duties with regard to recruitment. This includes, for example, those in the department where the vacancy is who are responsible for screening your application and interviewing you.

In some cases, we will collect data about you from third parties, such as employment agencies.

Your data will be shared with third parties if you are successful in your job application. In these circumstances, we will share your data in order to:

- obtain references as part of the recruitment process
- obtain a criminal records check
- create an e-learning profile for you to complete your skills assessment/pre-employment training
- Enable payroll and pension processes
- Enable WPA enrolment
- Enforce any P11D information

Please delete as appropriate:

We do not share your data with bodies outside of the European Economic Area.

Protecting your data:

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such. We have a GDPR, data transfer policy, data processing agreement, and appropriate training in place to enable such policy.

Where we share your data with third parties, we provide written instructions to them to ensure that your data are held securely and in line with GDPR requirements. Third parties must implement appropriate technical and organizational measures to ensure the security of your data.

How long we keep your data for:

In line with data protection principles, we only keep your data for as long as we need it for and this will depend on whether or not you are successful in obtaining employment with us.

If your application is not successful and we have not sought consent or you have not provided consent upon our request to keep your data for the purpose of future suitable job vacancies, we will keep your data for 2 weeks once the recruitment exercise ends.

If we have sought your consent to keep your data on file for future job vacancies, and you have provided consent, we will keep your data for 3 month period once the recruitment exercise ends. At the end of this period, we will delete or destroy your data, unless you have already withdrawn your consent to our processing of your data in which case it will be deleted or destroyed upon your withdrawal of consent.



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If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

Automated decision making:

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

Your rights in relation to your data:

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
- the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
- the right to portability. You may transfer the data that we hold on you for your own purposes
- the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests
- the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact with Aleksandra Fudali, Director of service Caregiver Jobs UK.

Making a complaint:

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.