



## What Ark Nursing & Care Agency do?

We provide Care Workers/Healthcare Assistants and Registered Trained Nurses to Nursing, Residential and Learning Disability homes in the North Devon Area. We also provide staff to the hospitals and people in their own homes. We work with various teams to provide packages of Night care for people in their own homes. The agency also supplies our sister company 'Ark Care Homes' with staff for our 3 learning disability care homes based in Bideford and Westward Ho!

We have full or part time work available for you in the North Devon area, you can work on a flexible basis fitting in with your home commitments. This means that you can choose your days and shift times to suit you. We have been established in this area for the last 26 years, and therefore have dependability of work for you.

All new staff that join the agency will be provided with free superior training (Induction, First Aid, Moving and Handling, Food Hygiene, Safeguarding, Midazolam (Epilepsy), Palliative and Dementia. We also provide Restraint training for working in Challenging Behaviour homes.

The shift times normally start at 0700/0800 until 1400 then late shifts 1400-2000, or awake night shift nights 2100 until 0700/0800, depending on which home you are working in. The rates of pay for Care Workers start at £9.00 per hour and up to £15.08 at weekends and we pay 0.25p per mile travel for each shift with a maximum of £15.00 allowance per shift (which is 60 miles).

If you are a Registered Trained Nurse the pay rates start from £18.54 up to £24.40 at weekends. We supply staff to Nursing Homes in the North Devon Area. We also pay 0.25p per mile travel for each shift with a maximum of £15.00 allowance per shift (which is 60 miles).

All of our Agency staff are paid weekly and payslips are available online through your own secure account once you have started work. You will also be enrolled onto our Pension scheme after 3 months and will be entitled to 5.6 weeks paid holiday per year.

### What information we require from you to bring to your interview

#### DBS - Carers and Trained Nurses

Birth Certificate

Driving Licence

Passport

Proof of Address (Utility Bill/Bank Statement)

Proof of National Insurance (P60/previous payslip/P45 or letter from HMRC)

£64 in cash to cover the cost of a new DBS certificate

Please note if you already have a DBS certificate that you have registered with the 'Update Service' then we need a copy of the certificate to enable us to check it online, and there is no need for you to pay again.

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**Ark Nursing & Care Agency Ltd and Ark Care Homes Ltd**  
**Head Office Tel: 01237 420 777**

Head Office: 140 Bay View Road, Northam, Bideford, North Devon, EX39 1BJ  
Fax: 01237 423 623 Email: [arknursing@hotmail.com](mailto:arknursing@hotmail.com) Web: [www.arknursing.co.uk](http://www.arknursing.co.uk)  
Accredited by Devon Social Services CSCI. Company Reg. No. 4511063 England.



Due to our recruitment policy we are unable to employ anybody who has recent convictions or cautions for GBH, ABH, Battery or Violence.

#### Immunisation Record

You will need to provide an immunisation record from your doctors/occupational health for you to be able to work at the Hospitals.

#### Other information required

1. Please can you bring 3 passport photos (we can take these at interview if necessary).
2. Bank details (account number and sort code)
3. Any previous training certificates (NVQ, First Aid etc.)

#### **Trained Nurses only**

1. Print out of your NMC 'Statement onto the Register'
2. Certificates of Registered Nurse Qualifications
3. RCN/UNISON membership details

Please complete the enclosed application form and return to Head Office and we will be in contact to organise an interview. Alternatively call us to arrange an interview and bring your form with you when you come in.

If you have any questions please do not hesitate to contact the office on (01237) 420 777.

We look forward to hearing from you.

A handwritten signature in black ink that reads "Rowena Rhead".

Rowena Rhead RGN  
Nursing Service Director

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