



Camphill Holywood

Employed Co-worker Application Form

Camphill Holywood
8 Shore Road
HOLYWOOD
Co. Down
BT18 9HX
Tel: +44(0)28 9042 3203
www.camphillhollywood.co.uk
info@camphillhollywood.co.uk

**APPLICATIONS SHOULD BE COMPLETED IN BLACK INK, TYPESCRIPT OR WORD PROCESSED
ALL APPLICATIONS SHOULD BE LEGIBLE AND WILL BE TREATED IN CONFIDENCE**

**Only applications which display all essential criteria will be processed.
CV'S WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES AND SHOULD NOT BE SUBMITTED**

PLEASE RETURN COMPLETED FORMS BY _____:

Position Applied for: Location of post:

Full Name:

Other names:

Address:

Telephone: Mobile:

Email:

Do you have the right to work in the UK?:

Note: Camphill Holywood will require proof of your right to work in the UK e.g. a passport showing that the holder is a citizen of the United Kingdom or a national of the EEA or Switzerland as required by the Immigration, Asylum and Nationality Act 2006.

Do you hold a full current driving license?: Do you have access to own form of transport?

Due to the nature of many roles in the community and because Camphill Holywood is regulated by an external body, we assess the suitability of applicants for many roles in the community by conducting Access NI/police checks. If your role requires an Access NI check, this will have been stated on the job/volunteer advertisement or accompanying material.

Have you ever been convicted of any criminal offence/do you have any convictions pending? (If you answer yes to this question you will be asked to complete a Disclosure of Convictions form - having a criminal record will not necessarily prevent an applicant from obtaining the role. For more information, please request a copy of the Recruitment of Ex Offenders Policy.)

Is there any reason that may prevent or disbar you from working in a regulated activity with adults?

Please give details of someone we can contact in case of emergency:

Full Name:

Address:

Telephone:

Mobile:

PRESENT EMPLOYMENT DETAILS

Name and address of present/most recent employer:

Job title:

Length of service:

Current salary / pay scale:

Notice period:

Reason for leaving/seeking alternative employment:

Please give a summary of the main duties and responsibilities in your current/last job:

PREVIOUS POSTS (Beginning with most recent)

NB: To assist consideration in your application you are advised to give precise dates for each period of employment, where possible. This is particularly important when there are time considerations for shortlisting criteria based on experience/post qualification experience.

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___
Duties (briefly)			
Reason for Leaving			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___
Duties (briefly)			
Reason for Leaving			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___
Duties (briefly)			
Reason for Leaving			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___
Duties (briefly)			
Reason for Leaving			

Please continue on a separate sheet if necessary.

EDUCATION AND QUALIFICATIONS

GCSE/O'Levels/A Levels etc:

Subjects passed	Examining Body	Level Attained (e.g. GCSE etc.)	Grade	Year

Further & Higher Education:

Degree/Diploma/Certificate/NVQ	Awarding Body	Result and date obtained

Other Training:

Details of Course	Provider	Date of completion

Please detail any other information which may be relevant to your application, anything which we may need to consider – for example if you wish to work in our café - details of any allergies etc.

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(please continue on separate sheet if necessary)

REFERENCES

Please give details of 2 employment referees, one of which must be your current or most recent employer. In the case of school/college leavers details of 2 referees are still required. However these referees, if necessary, can both be academic or a combination of academic and employment. Referees may be contacted at any time by us and you should indicate below if you wish to be notified before we contact them. Relatives are not acceptable as referees

	Referee 1	Referee 2
Referee Name:		
Job Title:		
Name of organisation & address:		
Telephone number:		
Email address:		
Contact you before approaching?:	Yes / No	Yes / No

DECLARATION

I confirm that I have read all the information on this application form and the additional sheets and also confirm that all the details given on this form and all other forms issued for return are correct.
I declare that to the best of my knowledge the information given is honest and accurate.
I confirm that there are no medical reasons, which would prevent me from undertaking the duties of this post.
I understand that knowingly giving false or inaccurate information or suppressing any material fact will lead to disqualification or, if appointed, dismissal.

Signed:	Date:
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Please ensure your application is signed and dated.

Please return this application form addressed to 'Administrator':

By email: info@camphillhollywood.co.uk

Or by post:
Administrator
8 Shore Road
HOLYWOOD
Co. Down
BT18 9TE

**Applications received after the closing date will not be considered.
CV's will not be considered.**

For many roles in the community Camphill Holywood requests an Access NI check to be conducted in order to assess suitability of applicants for the role. Having a criminal record does not necessarily prevent an applicant from obtaining a role in the community, for more information please request our Recruitment of Ex-Offenders policy.

Data Protection Act 1998/GDPR

The information provided by you in support of your application will be subject to the Data Protection Act 1998 and in line with GDPR requirements. Camphill Holywood will hold this information for the purpose of processing your application, for processing and verifying Access NI checks where required and, if you are successful in obtaining a position with us, for our staff records. All information will be treated in the strictest confidence.

Camphill Community Holywood welcomes application forms from people with disabilities and is committed to promoting equal opportunities for all roles in our Community (employment or volunteering) for people with a disability who meet the essential requisites for a post/role. It is recognised that disabled people are not only those whose disability is immediately apparent (e.g. people who are registered blind or those in wheelchairs) but also those whose disability is not immediately obvious (e.g. mental illness, diabetes etc.).