**Camphill Devon Community**

**Application for Employment**

Return your completed form to us: **by email:** [**admin@camphilldevon.org.uk**](mailto:admin@camphilldevon.org.uk)

**By post: Camphill Devon Community Ltd., Hapstead Village, BUCKFASTLEIGH, TQ11 0JN**

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| **POST:** |  |
| **Reference No:** |  |

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| 1. **PERSONAL DETAILS** | | | |
| First name(s): |  | | |
| Last name: |  | | |
| Address: |  | | |
|  | | | |
| Postcode: |  | | |
| Telephone number(s): | | | |
| Daytime: |  | Evening: |  |
| Mobile: |  | | |
| Email: |  | | |

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| Do you have any restrictions on your right to work or remain in the UK? | Yes |  | No |  |
| Under Section 8 of the Immigration Act, we are required to check all employees are eligible to work within the UK. Please confirm that, if you are offered a position, which of the following documents you would be prepared to supply and allow us to make a copy of: (Please indicate with a tick) | | | | |
| UK Birth Certificate which must include name of parents | | | |  |
| Registration or Naturalisation Certificate | | | |  |
| Work Permit issued by Work Permits | | | |  |
| UK Home Office issued letter indicating permission for indefinite stay in the UK with no restrictions | | | |  |
| P45/P60 from previous Employer | | | |  |
| National Insurance Card UK | | | |  |
| Home Office Application Registration Card permitting employment | | | |  |
| Passport | | | |  |

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| 1. **EMPLOYMENT HISTORY – Present or most recent employment** | | | |
| Name of employer: |  | | |
| Job Title: |  | Salary: |  |
| Dates: From |  | To: |  |
| Key Responsibilities: | | | |
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| **Reason for seeking new position/leaving:** | | | |
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If you have more than one employment, please provide the same information for each job, if necessary on a separate sheet.

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| 1. **PREVIOUS EMPLOYMENT** |
| Please start with the most recent, including any unpaid or voluntary work. Continue on separate sheet if necessary. |

| **Job Title and Brief Outline of Duties** | **Name and Address of Employer** | **Dates From/To:**  **(Month and Year)** | **Reason for Leaving** |
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| **Please give details and an explanation for any gaps in your employment history:** |
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| 1. **EDUCATION, TRAINING AND DEVELOPMENT** |
| Secondary school/college/university/apprenticeship, including current studies, with the most recent first |

| **Name of Institution** | **Full/Part-Time** | **Courses/Subjects Taken** | **Qualifications/ Grade** |
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**Note**: we may contact employers or educational establishments to verify details given.

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| **Details of any relevant learning and development** (e.g. short courses, work-based NVQ, First Aid, IT, including any current courses). Please include dates. |
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| **Professional and Technical Membership** | |
| Name of professional/technical body | Grade of membership |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Full Driving Licence** | Yes |  | No |  | Use of own vehicle | Yes |  | No |  |

| 1. **SUPPORTING STATEMENT** |
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| Please read the job description and person specification.  Using examples, show how your knowledge, skills and experience meet each of the **essential requirements** of the person specification and as many **desirable requirements** as possible.  Please draw on your relevant experiences, including paid employment, voluntary work, family experiences and leisure activities as evidence. |
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Please continue on separate sheet if necessary.

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| 1. **REFERENCES** |
| Please give details of two referees, one of whom should be your most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post. |

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| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Organisation: |  | Organisation: |  |
| Address: |  | Address: |  |
|  | |  | |
|  | |  | |
| Tel No: |  | Tel No: |  |
| Email: |  | Email: |  |
| Occupation/ relationship: |  | Occupation/ relationship: |  |
| How long have they known you? |  | How long have they known you? |  |

| 1. **INTERVIEW ARRANGEMENTS** |
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| **Disability Discrimination Act 1995**  Do you consider yourself to be disabled? Yes / No  If you need any particular arrangements to be made in order for you to be interviewed for this position at our premises, please give details: |
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| 1. **DBS (Disclosure and Barring Service) Check (formerly known as CRB Disclosure)** |
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| The Charity applies for an enhanced disclosure from the DBS. The purpose of carrying out an Enhanced Check is to identify whether an applicant is barred from working with vulnerable adults and to obtain other relevant suitability information. It is the Charity’s policy that the DBS disclosure must be obtained before the commencement of any unsupervised or lone working by any new employee. DBS checks will be renewed every three years. Camphill Devon Community will meet the cost of these checks, but reserves the right to reclaim this cost if the renewal reveals information that has not previously been disclosed to us and which results in Camphill Devon Community deeming the employee no longer suitable for their role. |

I declare that the information given in this application is to the best of my knowledge complete and accurate.

I understand that if after appointment any information is found to be inaccurate, this may lead to dismissal without notice.

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| **Signed:** |  |
| **Date:** |  |

**Privacy Notice:**

Camphill Devon takes the security of your data seriously. In order to carry out our recruitment process, we will collect and store the personal information you provide via your application. Please read the [Job Applicant Privacy Notice](https://www.camphilldevon.org.uk/wp-content/uploads/2018/08/Job-Applicant-Privacy-Notice.pdf) to understand how Camphill Devon uses and protects the information you provide.