

## APPLICATION TO THE MOUNT CAMPHILL COMMUNITY

Please contact Glen Farmer on (01892 782025) if you require a different format because of a disability.

If completing by hand BLOCK letters should be used for names and addresses.

The details given may be verified.

**Position Applied For:** \_\_\_\_\_

### **PERSONAL DETAILS**

Title (Mr/Mrs/Miss etc) : \_\_\_\_\_

Family Name: \_\_\_\_\_

Forename(s) \_\_\_\_\_

Current Address:

National Insurance Number: \_\_\_\_\_

Daytime Contact Number: \_\_\_\_\_

Evening Contact Number: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

[All correspondence will be by email unless you specify otherwise](#)

**EDUCATION AND TRAINING**

*You will be asked at interview to provide evidence of qualifications obtained*

School Qualifications

Date	School	Qualification	Subject	Grade

Further/Higher Educational Qualifications stating where and when, with grades/levels and dates obtained.

Date	College/University	Qualification	Subject	Full or P/T	Level/Grade

Other qualifications including membership of professional bodies.

Relevant training and personal development. *(Please state who provided training, duration, dates).*

*Please continue on a separate sheet at the end of this form if necessary*

**PRESENT EMPLOYMENT** Please include any unpaid appointments

Date Started: \_\_\_\_\_

Employer and  
Nature of Business \_\_\_\_\_

Position Held \_\_\_\_\_

Duties & Responsibilities:-

Present Salary (if applicable) \_\_\_\_\_

.....  
Additional Positions currently held:

Date Started: \_\_\_\_\_

Employer and  
Nature of Business \_\_\_\_\_

Position Held \_\_\_\_\_

Duties & Responsibilities:-

Present Salary (if applicable) \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Please list below all paid employment and include all other appointments, whether paid or unpaid. These should be listed in date order, starting with the most recent.

*It is important that you provide a full record of your employment history with explanations of gaps in the chronology.*

Dates		Employer and Nature of Business	Position Held	Reason for Leaving
From	To			

**OTHER ACTIVITIES**

Please give details for any voluntary service or recreational interests:

## **HOW YOU MEET THE SELECTION CRITERIA**

It is important that you provide evidence in this section of how you meet the criteria set out in the Person Specification. Tell us about things you were responsible for and what you have achieved. Include examples from paid or unpaid work or other activities that are relevant here.

***Please include headings linked to the criteria on the Person Specification. Failure to evidence how you meet the criteria will result in your application being rejected.***

**HOW YOU MEET THE SELECTION CRITERIA (continuation page)**

*Please continue on a separate sheet if necessary. Additional Pages are included at the end of this form.*

## REFERENCES

If you are successful, prior to appointment we will take up employment references, covering the last 5 years. Any offer will be subject to these being satisfactory. Please provide the following information giving details of your current (if you have one) and previous employers for this period.

***We must take up references covering the last 5 years, if this extends to more than 2 employers please provide additional reference details on a separate sheet. Additionally we must take up at least 2 references for any applicant. Therefore if you have only had one employer in the past 5 years please provide details of a personal referee who has known you for at least 5 years, and is not a member of your family.***

### PRESENT (OR MOST RECENT) EMPLOYER REFERENCE (Reference 1)

Name of Employer: \_\_\_\_\_

Address including postcode:

Name of Referee: \_\_\_\_\_

Position held by Referee: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to You: \_\_\_\_\_

### PRESENT (OR MOST RECENT) EMPLOYER REFERENCE (Reference 2)

Name of Employer: \_\_\_\_\_

Address including postcode:

Name of Referee: \_\_\_\_\_

Position held by Referee: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to You: \_\_\_\_\_



Additional References (if required to cover the last 5 years)

Name of Employer: \_\_\_\_\_

Address including postcode:

Name of Referee: \_\_\_\_\_

Position held by Referee: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to You: \_\_\_\_\_

\*\*\*\*\*

Name of Employer: \_\_\_\_\_

Address including postcode:

Name of Referee: \_\_\_\_\_

Position held by Referee: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to You: \_\_\_\_\_

## HEALTH

- If you are successful at interview you will be requested to complete and return a medical questionnaire.
- You might also be required to undertake a medical examination.
- We will also contact your employer for verification of your sickness record.

## OTHER INFORMATION

Please provide any other information which you feel may be relevant or important to your application.

Please continue on a separate sheet if necessary. Additional Pages are included at the end of this form.

[Have you in the last 2 years made applications to other Camphill Communities / Anthroposophical Organisations?](#)

Yes                      No

If Yes, which one? \_\_\_\_\_

### [Entitlement to work in the United Kingdom](#)

All prospective employees will be asked to supply evidence of eligibility to work in the United Kingdom (to comply with the Asylum and Immigration Act 1996). We will ask to see an appropriate official document (eg your Birth Certificate or Passport). Do not send these now. Further information will be sent to you if you are selected for interview.

Do you require a permit to work in the UK?

YES                      NO

If you already have a work permit, please state its 'expiry date: \_\_\_\_\_

Driving Licence

Do you have a current driving licence?

**YES    NO**

If driving is listed as an essential part of the role description please give details of any penalties on your licence :

**DECLARATION**

I declare that all the statements I have made in this application are true to the best of my knowledge and belief and that no relevant information has been withheld.

I understand that:

- I must inform The Mount Recruitment group (recruitment@mountcamphill.org) without delay of any change in my circumstances.
- Any offer of appointment will be subject to satisfactory references and Disclosure and Barring Service checks.
- The information I have provided may be held on manual filing and computer systems as part of the recruitment process.

SIGNATURE:

DATE:

**CHECKLIST**

1. Read through your completed application form carefully
  - Ensure it is clearly presented and that you have answered all the questions, marking them not applicable (N/A) where appropriate.
  - Failure to provide accurate and complete information may result in your application being delayed or rejected.
  - If, after reading through the recruitment material, you have any remaining questions, please feel free to contact Glen Farmer or The Mount Recruitment group.
  - Remember to take a photocopy of your completed application form.

2. Before returning your application form please check you have done the following:

Have you signed the declaration on the last page?

Have you completed the on-line Equality & Diversity monitoring form, or posted separately to The Mount?

continuation page 1 - please specify which section you are continuing on.

continuation page 2 - please specify which section you are continuing on.

continuation page 3 - please specify which section you are continuing on.