



The Mount Camphill Community

Learning – Working - Living

IMPORTANT INFORMATION ABOUT YOUR APPLICATION

The Mount Camphill Community

Recruitment and selection guidance

Introduction

The Mount is part of the Camphill Movement which was founded in 1940 as an expression and application of spiritual, social, economic and humanitarian ideals articulated by Rudolf Steiner and Karl König. Camphill organisations are “intentional communities”, meaning communities in which Co-workers and Camphill Colleagues choose to live and/or work with a shared intention about how they will work together.

The Mount is an Independent Specialist College and intentional community specifically dedicated to serving the needs of young people with learning difficulties over the age of 16 years in their transition to adulthood. We are committed to providing a therapeutic and learning environment and to achieve this, we aim to ensure that all who work in the Community have the standard and essential skills, knowledge and experience required. The Person Specification and Role Description is the basis for the appointment decision, making use of structured interviews, practical tasks, and an interview with students/trainees as appropriate to the role. We will ensure that all candidates are treated fairly and have equal opportunity to progress their application.

Shortlisting

When you apply for a role at The Mount we will send you an application form to complete, together with a Role Description and Person Specification for the role. **It is most important that you read this information carefully.** The Role Description will give you further information necessary for you to decide whether you possess the necessary skills and are interested in further pursuing your application. The Person Specification contains the knowledge, skills and experience required for the role and these are the criteria against which a selection decision will be made.

The shortlisting of candidates is carefully undertaken by assessing the information that you provide on the application form against the requirements of the Person Specification.

If you have not heard from us within 3 weeks of the vacancy closing date, regretfully you have not been successful on this occasion and no further communication will be sent.

Completing the application form

It is important that you complete the application form fully and provide clear evidence of your relevant knowledge, skills and experience against those listed in the Person Specification. A Curriculum Vitae may be submitted to support your application, but does not replace your full completion of the application form. In fact an incomplete application form will not be considered. Please include relevant experience and

achievements from any sphere of your life; from managing a home, to voluntary work, hobbies and interests, as well as from current or previous employment.

Where written skills are relevant for the post, your application form will be used to assess such skills.

Where an applicant has difficulty completing the form because of a disability or learning difficulty, we will accept applications in other formats, for example, on computer disc or on audio tape. Should you require this application form in another format (e.g. large print) because of such a reason, please contact Glen Farmer on (01892) 782025 or email recruitment@mountcamphill.org.

Please note errors or omissions or falsehood in categories used to shortlist will result in the application not being progressed or if discovered at a later date could lead to dismissal.

Interviews

There will be a structured Interview referencing the Person Specification and the Role Description. Interviews will be conducted by a panel, the members of which will be familiar with procedures for fair and safe recruitment. In addition to the interview you may also be asked to carry out a task related to the role and meet with a small group of students, as well as potential colleagues.

To ensure that you put across your skills, experience and personal qualities in the best way possible, you should prepare for the interview. Here are some preparation suggestions:

1. Find out as much relevant information as you can about The Mount and its ethos, the Camphill Movement, as well as the role you have applied for.
2. Look carefully at the selection criteria for the role identified in the Person Specification and the Role Description, and think about how you might be able to prove to a panel that you can meet these requirements.
3. Please ensure that you allow yourself enough time to arrive and conduct the interview.

Candidates are advised to bring to the attention of the person conducting these activities any aspects which may cause a below par performance, such as illness or strong medication. If there are appropriate reasons it may be possible for the activity to be rearranged and done at a later date.

Interview results

All candidates, successful or otherwise, will be informed in writing of the result of the selection process in which they have taken part. All communication will be by email unless you have specifically requested alternative means.

If you have been successful at interview we will write to your present and previous employers for references and implement security and medical checks. If for any reason you would like us to delay requesting the references, please inform us at interview.

You will need complete a Disclosure and Barring Service (DBS) check which is usually completed quite quickly but can sometimes take up to 8 weeks - we will not normally contact you during this time unless we have a query regarding any information you have provided.

All offer letters are conditional upon satisfactory references and vetting procedures or other aspects as advised regarding your appointment to The Mount Camphill Community.

Disability/health

All successful applicants will be requested to complete a health/disability declaration and a medical questionnaire as appropriate after being appointed.

We welcome applications from people with disabilities and we will make every effort to make reasonable adjustments if required. If you require special assistance to attend or participate in the interview please let us know.

If you are successful at interview, please tell us about any adjustments that would help you undertake the role. Please tell us if you would have difficulty lifting heavy objects where the job could require this, as we may be able to make alternative arrangements. We may also be able to provide assistance such as time off for treatment, rest breaks during the day, special equipment, workplace adaptations, etc.

The Mount Recruitment group promote equality in employee and volunteer work and aim to increase the number of opportunities for disabled people within our organisation.

The Mount Recruitment group is committed to working with Equality, Diversity and Inclusion in all of its work.

The Mount Recruitment group can provide advice on reasonable adjustments, as required under the Equalities Act. It can also provide advice and guidance to individuals with regard to equipment needs and managing their disability or health condition at work.

Additional information

If, after reading this, you have any remaining questions or concerns, please feel free to contact Glen Farmer on 01892 782025 or any of the Mount Recruitment group via recruitment@mountcamphill.org.

Final note

Please remember to return and complete all parts of this application:

A Application Form

B **The Equality & Diversity Monitoring Form** can be completed on line at <https://www.surveymonkey.com/s/EqualityM001> or can be printed out and posted **SEPARATE TO YOUR APPLICATION to:** Equality & Diversity Monitoring, The Mount Camphill Community, Faircrouch Lane, Wadhurst, East Sussex, TN5 6PT

THANK YOU FOR YOUR INTEREST IN JOINING THE MOUNT CAMPHILL COMMUNITY