Application for Employment (Confidential)

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| Position applied for: | | | | | | Office Use Only,  Candidate No: | | |
| **PERSONAL DETAILS** | | | | | | | | |
| Title: Please Select | | | | | If Other please specify: | | | |
| Name: | | | | | | | | |
| Address:  Postcode: | | | | | | | | |
| Email: | | | | |  | | | |
| Telephone (landline): | | | | |  | | | |
| Telephone (mobile): | | | | |  | | | |
| Telephone (work): | | | | | May we contact you at work: Please Select | | | |
| Do you have the right to work in the UK? Please Select  *We will require proof of this before an offer of employment can be confirmed e.g. birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996* | | | | | | | | |
| Are you related to/do you have significant relationships with any Camphill employees? Please Select | | | | | | | | |
| **EDUCATION** | | | | | | | | |
| Date | | School / College / University | | Qualifications / Training / Apprenticeships | | | Subject | Grade (if applicable) |
|  | |  | |  | | |  |  |
| *Note: if you are successful you will be required to produce original certificates and awards for all qualifications / training / apprenticeships quoted above prior to confirmation of appointment* | | | | | | | | |
| **OTHER RELEVANT TRAINING UNDERTAKEN** | | | | | | | | |
| Please give details of any other training courses attended, in the past three years, which are relevant to the post applied for | | | | | | | | |
|  | | | | | | | | |
| **MEMBERSHIP OF PROFESSIONAL INSTITUTES / ORGANISATIONS** | | | | | | | | |
| Name of Institute / Organisation | | | | | | Name of Institute / Organisation | | |
|  | | | | | |  | | |
| **PRESENT EMPLOYER (or most recent if currently unemployed)** | | | | | | | | |
| Name and Address of Employer: | | | | | | Date Commenced Employment: | | |
| Job Title: | Notice Required: | | Current Salary: | | | | | |
| Reason for Leaving: | | | | | | | | |
| Provide a description of your main duties and responsibilities with an emphasis, where possible, on those areas relevant to the job applied for: | | | | | | | | |
| **PREVIOUS EMPLOYMENT (List in order, with most recent employer first)** | | | | | | | | |
| Please list your **full** employment history, including paid and voluntary employment, detailing any gaps between employments with reasons (continue on separate sheet if  necessary) | | | | | | | | |
| From  DD/MM/YY | To  DD/MM/YY | | Please Detail | | | | | |
|  |  | |  | | | | | |
| **RELEVANT SKILLS, EXPERIENCE, AND ABILITIES** | | | | | | | | |
| Study the job description / person specification and provide any other evidence of your work, or other activities, which demonstrates your ability, skills, aptitude or personal qualities to undertake the duties of the post for which you are applying | | | | | | | | |
|  | | | | | | | | |
| **SUPPORTING STATEMENT** | | | | | | | | |
| You are invited here to briefly give any additional information to support your application, including your motivation / personal reasons for applying for the post. | | | | | | | | |
|  | | | | | | | | |
| **REFERENCES** | | | | | | | | |
| If you are an existing member of staff you do not need to complete this section.  If you are not a current member of staff please enter the full name, address, postcode and telephone numbers (if possible) of referees who can be approached to provide relevant comment on your ability to carry out the job applied for.   1. One of these should be your current or most recent employer (last employer if unemployed or college if a student). 2. A reference from another person who can vouch for your good character in relation to this post.   By completing this section you are giving consent for references to be requested. All references will be marked confidential and only kept on file for a maximum of one year according to Data Protection Act 2018. | | | | | | | | |
| **1. CURRENT / MOST RECENT EMPLOYER** | | | | | | | | |
| Name and Title: | | | | | | | | |
| Position Held: | | | | | | | | |
| Telephone No: | | | | | | | | |
| Nature of Relationship: | | | | | | | | |
| **2. OTHER** | | | | | | | | |  | Date: |
| Name and Title: | | | | | | | | |
| Position Held: | | | | | | | | |
| Telephone No: | | | | | | | | |
| Nature of Relationship: | | | | | | | | |
| **REHABILITATION OF OFFENDERS ACT 1974 – ADDITIONAL INFORMATION** | | | | | | | | |
| This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are  required to declare all unspent cautions and convictions cautions, all adult cautions and spent  convictions that are not protected (i.e. that are not filtered out) as defined by the  Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).  If you are shortlisted for an interview, you will be asked to complete a self- disclosure form and  return this at **least one day prior to interview**. If we have not received this, we reserve  the right to withdraw the offer of interview. | | | | | | | | |
| **DECLARATION** | | | | | | | | |
| I declare that the information set out in this form is true in all aspects and I understand that  any false information may render me liable for dismissal or disciplinary action if appointed.  **SIGNED: DATE:** | | | | | | | | |
| **RETURN INFORMATION** | | | | | | | | |
| **Please send your completed forms to:**  careers@camphill.ac.uk or by post to: HR, Camphill Wakefield, Wood Lane, Chapelthorpe,  Wakefield, WF4 3JL  **ANY CV’S SUBMITTED WITH AN APPLICATION WILL NOT BE CONSIDERED.**  **PLEASE NOTE THAT ALL ATTACHED DOCUMENTS MUST BE COMPLETED IN ORDER**  **FOR AN APPLICATION TO BE CONSIDERED** | | | | | | | | |