



Member of the Association of Camphill Communities

STAFF APPLICATION FORM

Before you complete this application form, please read **document 1 (The application process)**. If you are applying as a guest volunteer, please also read **document 2 (Information for prospective guest volunteers)**.

At the end of this application form you will have to sign for that you have read and understood these documents. The knowledge of these documents helps you and us to assure an effective application process.

Please attach
a recent
photograph of
yourself
in this box (guest
volunteers only)

Your full name, as it appears on your passport. Please underline your family name:

Other names you are known as, for example a pet/nick name, or a variation of spelling:

***Prospective guest volunteers only:* What is your date of birth?**

Address:

Telephone number:

Personal Email address:

Passport Number:

Nationality:

Prospective guest volunteers only: Are you male or female?

Next of kin: (name and address of a close relative whom we can contact in case of an emergency)

Other Contact Telephone number(s): (please state who they belong to)

Are you applying as a guest volunteer, co-worker or employee? For information on the difference between these words please visit our website.

Which job/role are you applying for?

Would you like to become a living in staff member?

Answer this question only if you have answered “yes” to the “living in question”: When would you like to join us?

Answer this question only if you have answered “yes” to the “living in question”: How long do you intend to stay at Coleg Elidyr? Is it open ended?

Prospective employees only: When would you be able to start your employment?

Prospective employees only: Are you looking for employment for a specific period or is it open-ended?

Prospective employees only: What is your recent/last salary/wage?

EDUCATION, QUALIFICATIONS AND OTHER TRAINING

Dates (from - to)	Name and address of institution	Course Title	Qualifications and Grades

Do you hold a valid driving licence?

Please describe your proficiency in English (Excellent, good, limited) and any other languages

EMPLOYMENT HISTORY

Please list all your previous employers, starting with the most recent one. Please also give details of any time not accounted for (including unemployment).

Dates (from - to)	Employer's name and address	Position and duties	Reason for leaving

PREVIOUS CAMPHILL EXPERIENCE

Have you lived or worked in a Camphill Community before? If so, please give details:

Name of Community	Dates from - to	Contact name, if possible

OTHER SKILLS AND EXPERIENCE

Please list any skills, talents or experiences that you think you could contribute to Coleg Elidyr, for example: craft, technical, musical, artistic, social and care, cooking, etc.

What are your interests and hobbies?

AUTOBIOGRAPHY

Prospective guest volunteers only: We are interested to read a short chronological account of your life, including references to your family background, significant events, as well as any other details you may consider relevant.

All applicants: Please write a brief account why you apply and what you hope to achieve at Coleg Elidyr. Continue on a separate sheet if necessary.

CRIMINAL RECORD

Do you have a criminal record?

If you have answered yes to the above question, please give details of the offence, including date and sentence:

Are there any reasons why you should not be working around vulnerable people?

MEDICAL DETAILS

Have you had any health problems in the last 12 months that affected your ability to work? If yes which?

Please give details of any mental or physical illnesses or disabilities, previous and present, which may affect the duties that you are required to do:

Please list any medication you take or allergies you have, that may affect the duties that you are required to do:

Do you have any dependencies (alcohol/drugs)?

What is your current general state of physical and mental health?

Do you have any special dietary requirements? (e.g. Vegetarian, vegan, etc.)

PLEASE NOTE: By signing the declaration at the end of this application form you allow Coleg Elidyr to ask you to obtain further information from your GP (in English or translated into English by an authorized translator) if we judge that any of the answers under “MEDICAL DETAILS” needs further explanation. All non UK citizens will need a Medical Certificate as described in document 1 (The application process)

REFERENCES

Before starting to work in Coleg Elidyr we will need two written references. For more information on references please see document 1.

UK citizens only: Please provide us with the name and address of two people that we can contact for a reference. If possible one of the references should be your present employer. We will not contact your employer before you have given in your notice.

Reference 1:

Name	Full address	How do you know this person?

Reference 2:

Name	Full address	How do you know this person?

PREVIOUS ENTRY OR RESIDENCE IN THE UNITED KINGDOM (Non UK citizens only)

Dates (from - to)	Address	Purpose of stay

How did you hear about Coleg Elidyr?

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Your job will give you access to a lot of sensitive information about people. Are you prepared to comply with issues of confidentiality?

Did you complete this form yourself, or with help?

DECLARATION

I HAVE READ AND UNDERSTOOD DOKUMENT 1 AND 2(*Document 2 for prospective guest volunteers only*).

I CONFIRM THAT THE INFORMATION I HAVE PROVIDED IN THIS APPLICATION FORM IS A TRUE RECORD.

Your signature:

Today's date:

We appreciate your co-operation in completing the above.
All information will be treated in a confidential manner.

UK citizens: Please send us the original filled out and signed application form and the equal opportunity form by post.

Non UK citizens: Please send us the application form and the equal opportunity form by e-mail as an attachment. Sign **this page**, scan it and send as an attachment. Please send the original by normal post as well.

**Coleg Elidyr
Recruitment
Rhandirmwyn
Llandovery
Carmarthenshire SA20 ONL
United Kingdom**

Tel (Guest volunteers): **+44 (0) 1550 760400**

Tel ((Co-workers and employees): **+44 (0) 1550 760454**

E-mail (Guest volunteers): volunteer@colegelidyr.com

E-mail (Co-workers and employees): recruit@colegelidyr.com