

CO-WORKER APPLICATION FORM

(Please complete in block letters)

Surname	Forename
Date of Birth	Male/Female
Nationality	Married/Single
Address	Children/Dependents (if any)
	Tel. No
Postcode	Email
	Fax No

Dates you would like to come, and length of stay:

Please note that priority will be given to applicants who can commit to one year

Next of Kin	
Address	Tel. No
	Email
	Fax No

Please affix a recent photo here:

1) We are interested in your education, practical & personal development.

Please give details:

Education College or University (please include dates if possible)

Education College or University	From	To

2) Training:

Course	Duration	Date achieved

3) **Employment History:**

List the most current duties first. (Attach a resume, if desired)

<u>Name of organization</u>	<u>From</u>	<u>To</u>	<u>Duties and responsibilities</u>

4) Personal Details

Do you have any medical history, mental or physical, which would affect your work?

(e.g. a back problem could affect the type of work you do)

If yes please give details:

Do you have any particular diet?

Do you have a Religion?

5) Language Skills:

How well can you speak English? (please rate your level of understanding)

1. I do not speak English yet
2. I understand most conversations, but I can't speak well
3. I understand spoken and written English and can hold basic conversations
4. I have a good level of spoken and written English
5. I am fluent in English

Do you speak any other languages?

6) Skills and Experience:

Explain how you might contribute to the community.

7) What do you hope to gain in coming to Pennine Camphill Community?

Please describe two or three specific goals that you would like to work towards during your time with us at Pennine.

8) Life Experience

Please describe below what has influenced your decision to apply to us. We are interested to know more about your background and your life experience as well as any other details you consider relevant. We would appreciate your account of an experience in your life which had a successful outcome, and what you learned from this. Similarly you could tell us of an event in your life which was unsuccessful and what you learned as a result.

9) References:

Please include with this application form two independent character references. **Do not give family members or personal friends as referees.** References may be sent with the application form. Please note that we may also wish to contact your referees independently and that your references may be made available to our Local Care Standards Commission. We cannot consider your application without references.

References attached: Yes/No?

Name of referee (one)	Name of referee (two)
Organisation	Organisation
EMAIL Address:	EMAIL Address:

9) Criminal Records Disclosure:

Please provide a statement from the police or appropriate authority that will disclose any criminal activities you have been convicted of. If there are 'none' the statement you provide should confirm this. All applicants must provide this statement before arriving. We can help Applicants from the UK to obtain a criminal records disclosure. The existence of a criminal record does not automatically exclude you from being considered as a volunteer.

Disclosure attached: Yes/No?

How would you describe your ethnic origin? (Please tick one box)

We offer equal opportunities to all applicants and this will not be read with the application

- | | | | |
|--------------------------------------|--------------------------|------------------------------------|--------------------------|
| Asian or Asian British – Bangladeshi | <input type="checkbox"/> | Asian or Asian British – Indian | <input type="checkbox"/> |
| Asian or Asian British – Pakistani | <input type="checkbox"/> | Other Asian Background | <input type="checkbox"/> |
| Black or Black British – African | <input type="checkbox"/> | Black or Black British – Carribean | <input type="checkbox"/> |
| Other Black Background | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Mixed White Asian | <input type="checkbox"/> | Mixed – White/Black African | <input type="checkbox"/> |
| Mixed – White/Black Caribbean | <input type="checkbox"/> | Other Mixed Background | <input type="checkbox"/> |
| White – British | <input type="checkbox"/> | White – Irish | <input type="checkbox"/> |
| Other White Background | <input type="checkbox"/> | Other Ethnic Background | <input type="checkbox"/> |
| Information refused | <input type="checkbox"/> | Not Known | <input type="checkbox"/> |
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Pennine Camphill Community
Volunteer Co-worker - PRE-SERVICE AGREEMENT

I certify that all statements I have made in this application (and in any attachments provided by me) are true.

Documentation:

I understand that if I am accepted as a volunteer, I must provide the following materials no later than 8 weeks before my scheduled start date, and that my final acceptance is contingent upon Pennine receiving:

- 1) A current criminal records disclosure.
- 2) Two references.
- 3) Completed Application Form.

I understand that although my application may be conditionally accepted, if Pennine does not receive any one of the required documents, or if the materials disqualify me from working in any way, Pennine reserves the right to reverse its acceptance decision.

Terms of voluntary service:

I understand that as a volunteer at the Pennine Camphill Community, I will be provided with my own room and board in a house where I will be living with other community members, including people with disabilities whom I will be expected to support.

I will not be paid for the work I do but will receive an allowance for reasonable expenses.

I understand that Pennine does not pay the costs of my travel to the community.

I also understand that I will be expected to pay the cost of dental and optical treatment in the UK, other than in the case of dental/optical emergency which may be provided by the UK Health Service.

Abuse Policy:

I understand that Pennine offers a safe and open community environment for a vulnerable group of people, and that special precautions must be taken to ensure the safety of the people it supports. I understand that abuse of any kind violence, harassment, any form of sexual abuse, emotional abuse or financial abuse is considered a criminal offence and will not be tolerated. I understand that such behaviour will result in immediate suspension/dismissal.

I understand that I will be required to participate in six weeks of induction training at Pennine which will include information about abuse and abuse prevention. I understand that I must complete this training in order to continue as a volunteer co-worker.

Applicants outside the E.U.

I understand that if I am accepted for a place in Pennine, that I am responsible for making the necessary arrangements to obtain immigration clearance to enter the UK and if my visa application is denied, I understand and accept that Pennine is unable to take any further action on my behalf.

(Please note that we can only send you an official letter of invitation once all of your paperwork has been completed and received by us, and the decision has been made to offer you a place.)

Drugs and Alcohol Policy:

I understand that Pennine forbids any co-worker to be under the influence of recreational drugs and alcohol while working at Pennine. I understand that engagement with recreational drugs and alcohol will not be tolerated and may result in immediate suspension or dismissal.

Behaviour and Personal Conduct:

I understand that I will be expected to set a good example to the Students at Pennine and to respect the needs and wishes of my fellow volunteers.

I understand the Pennine Camphill Community retains sole discretion in deciding a volunteer's ability to fulfil the expectations of our applications process.

**Applicant's
Signature**.....
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Date.....
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