

#### POSITION APPLYING FOR: Support Worker (18/07/SW/WEB)

**PLEASE COMPLETE IN BLACK INK, TYPESCRIPT OR WORD PROCESSED - ALL APPLICATIONS SHOULD BE LEGIBLE AND WILL BE TREATED IN CONFIDENCE**

**Only Applications Containing All The Information Which Has Been Sought Will Be Considered**

##### CV'S WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES AND SHOULD NOT BE SUBMITTED

**PLEASE RETURN COMPLETED FORMS BY 4PM Monday 19th March 2018:**

**HR Department**

**Camphill Community Glencraig**

**4, Seahill Road**

# Holywood

**Co. Down**

**BT18 0DB**

|  |  |  |
| --- | --- | --- |
| Surname: |  | Title: Mr/Mrs/Miss/Ms |
|  |  | Other (please specify) |
| Forename(s): |  | Maiden Name(if appropriate): | Other Former Name(s): |
| Home Address: |  | Address for Correspondence (if different): |
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|  |  |
| Postcode: |  | Postcode: |  |
| Home Telephone No.(incl STD Code) | Daytime Telephone No.(incl STD Code) |
| Mobile Tel No: |  | National Insurance No. |  |  |  |  |  |
| Email Address:  |
| Do you hold a current full UK driving licence? Yes/No | Do you have access to a form of transport? Yes/No |
| Nationality: EC/Non-EC | If Non-EC, please specify |
| Do you have the right to work in the UK?Yes / NO *Note: the organisation will require proof of your right to work in the UK e.g. a passport showing that the holder is a citizen of the United Kingdom or a national of the EEA or Switzerland as required by the Immigration, Asylum and Nationality Act 2006.*  |

# EDUCATION - GENERAL

**GCSE/'O' Levels/'A' Levels/Secretarial Exams etc.**

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| --- | --- | --- | --- | --- |
| Subjects passed | ExaminingBody | Level Attained (e.g. GCSE etc.) | Grade | Year |
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**FURTHER / HIGHER EDUCATION**

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| Degree/Diploma/Certificate/NVQ | Result and date obtained |
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# EXAMINATIONS PENDING

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| Qualification(s) | Date to be taken |
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# TRAINING

Details of Training Courses attended and awards achieved, including dates if appropriate.

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| Details of Course | Organisation who provided Training | Date Course Completed |
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**MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

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| --- | --- | --- | --- |
| Date Joined | Institute / Organisation | Grade of Membership (Where appropriate)  | Membership Number  |
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# EMPLOYMENT HISTORY - PRESENT POST

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| --- | --- |
| Name and Address of present employer: | Title and grade of post: |
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|  | Present Salary/Wage: |
|  | £ |
|  | Title/Level of Person you currently report to |
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| Status: |  |
| Permanent/Temporary/Fixed Term |  |
| Department: | Dateappointed: | Day | Month | Year |
| Location: | Period of Notice required: |
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| Present duties and responsibilities: |
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|  | Reason for leaving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | *(please continue on separate sheet if necessary, clearly marking the question it is linked to)* |  |

**PREVIOUS POSTS (Beginning with most recent)**

**NB:** To assist consideration in your application you are advised to give precise dates for each period of employment, where possible. This is particularly important when there are time considerations for shortlisting criteria based on experience/post qualification experience.

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| Name and Address of Employer | Grade/Position and Department/ Speciality | Fromdd/ mm/ yy | Todd/ mm/ yy |
|  |  | \_\_\_/\_\_\_/\_\_\_\_ | \_\_\_/\_\_\_/\_\_\_\_ |
|  | Duties (briefly) |  |
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| Reason for Leaving  |  |  |
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| Name and Address of Employer | Grade/Position and Department/ Speciality | Fromdd/ mm/ yy | Todd/ mm/ yy |
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|  | Duties (briefly) |  |
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| Name and Address of Employer | Grade/Position and Department/ Speciality | Fromdd/ mm/ yy | Todd/ mm/ yy |
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|  | Duties (briefly) |  |
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| --- | --- | --- | --- |
| Name and Address of Employer | Grade/Position and Department/ Speciality | Fromdd/ mm/ yy | Todd/ mm/ yy |
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|  | Duties (briefly) |  |
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| Reason for Leaving  |  |  |
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| --- | --- | --- | --- |
| Name and Address of Employer | Grade/Position and Department/ Speciality | Fromdd/ mm/ yy | Todd/ mm/ yy |
|  |  | \_\_\_/\_\_\_/\_\_\_\_ | \_\_\_/\_\_\_/\_\_\_\_ |
|  | Duties (briefly) |  |
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| Reason for Leaving  |  |  |
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| Please account for any period since leaving school/third level education not covered by employment as stated previously |
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| Please detail any other information which may be relevant to your application  |
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| *(please continue on separate sheet if necessary, clearly marking the question it is linked to)* |
|  Please detail **PRECISELY** how you meet each element of the Essential Criteria detailed in the Personnel Specification. If you believe you also meet elements of the Desirable Criteria please detail these also. |
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|  | *(please continue on separate sheet if necessary, clearly marking the question it is linked to)* |  |

**REFEREES**

Please name two referees, (not relatives) at least one of whom should have knowledge of your present/most recent work and be in a supervisory/managerial capacity. Camphill Community Glencraig reserves the right to seek a reference from any previous employment.

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| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Capacity in which known | Capacity in which known |
| Address: |  | Address: |  |
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| Postcode: | Postcode: |
| Daytime Telephone No.(please indicate dialling code) | Daytime Telephone No.(please indicate dialling code) |
| Contact only if appointment being offered subject to satisfactory reference, Access NI and health assessment.(please tick) 🞏 | Contact only if appointment being offered subject to satisfactory reference, Access NI and health assessment.(please tick) 🞏 |

**SPECIAL REQUIREMENTS**

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|  | Do you require any special arrangements to be made to assist you if called for interview?Please provide details: |  |
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**PERSONAL DECLARATION**

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| I hereby confirm that the information I have included in this application form is a true and accurate account. I understand that any false information given may result in a job offer being withdrawn.  |
| Signature: |  | Date: |  |  |
| Please ensure that you have completed all relevant parts of this application form.  |