

VOLUNTEER APPLICATION FORM and PROCESS

Please complete in either TYPE or BLOCK CAPITALS if handwritten

| | | | |
|--|--|---------------------------------|--|
| Full Name , as it appears on your passport. Please underline your family name | | | Please attach a recent photograph in this box |
| Other names you are known as for example a nick name or variation of spelling | | | |
| Passport No NOT EU ID NO | Nationality | Date of Birth | |
| Proposed Length of Stay | The date you wish to join us | Male or Female | |
| Phone No | Personal email address | Marital Status | |
| Address | | | |
| Next of Kin , Please provide name, address and phone number | | | |
| EDUCATION, QUALIFICATIONS AND OTHER TRAINING | | | |
| Dates from - to | Name and address of Institution | Course Title | Qualifications and Grade |
| | | | |
| EMPLOYMENT HISTORY | | | |
| Please list all your previous employers, starting with the most recent, continuing on a separate piece of paper if necessary | | | |
| Date from - to | Date from - to | Date from - to | |
| Company Name and Address | Company Name and Address | Company Name and Address | |
| Position and Duties | Position and Duties | Position and Duties | |
| Reason for Leaving | Reason for Leaving | Reason for Leaving | |

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Please give details of any time not accounted for (including unemployment.)

PRIOR CAMPHILL EXPERIENCE

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

| Name of Community | Dates From - To | Contact Details if possible |
|-------------------|-----------------|-----------------------------|
| | | |
| | | |

Other Skills and Experience

Please list any skills, talents or experiences that you think you could contribute to our community.
For example; craft, technical, musical, land care, artistic, administration, people support and care skills, cooking,

Do you have a criminal record, answer YES or NO

If YES please provide details of the offence, including the date and sentence

MEDICAL HISTORY

Please give details of any serious mental or physical illnesses or disabilities, previous and present, with special mention of any that may affect the duties that you are required to do.

Please list any medication you may take or allergies you may have, with special mention of any that may affect the duties that you are required to do.

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

Please list any special dietary requirements e.g. are you a vegetarian or vegan

Please write a brief account why you wish to apply to be a volunteer and what you hope to achieve at Camphill Wakefield

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

PREVIOUS ENTRY OR RESIDENCE IN THE UNITED KINGDOM

| Dates From – To | Address | Purpose of stay |
|-----------------|---------|-----------------|
| | | |
| | | |

How did you hear about Camphill Wakefield
(internet, friends, school etc)

Did you complete this form by yourself or with help

Your interests and hobbies

AUTOBIOGRAPHY

We are interested to read a chronological account of your life, including references to your family background/situation, significant experiences, as well as any other details you consider relevant.

I HAVE READ AND UNDERSTOOD THE INFORMATION LEAFLET.
I CONFIRM THAT THE ABOVE INFORMATION I HAVE PROVIDED IS A TRUE RECORD.

SIGNATURE

DATE

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

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APPLICATION PROCESS

As our students are considered as vulnerable adults and it is our duty to protect them, we need to carefully check potential volunteers, in accordance with current legislation. Therefore please do not be offended if we question your documents or ask you to submit or provide more information. You may submit your application documents in any order as they become available to you BUT we would recommend that points 1 and 2 are done first, rather than you committing yourself to expense and time organising the other items.

1. Submit an Application Form

- To be completely filled in by yourself in black ink in BLOCK CAPITALS or typed up on the computer. Please remember to sign it and include your photo.
- Please answer the questions honestly and to your best knowledge – if you are unsure on how to complete a question please get in touch with us.
- Upon receipt of your application form we will send you an acknowledgement.

2. Pass Our Verbal English Test and Interview

- You are not expected to be completely fluent but we do expect you to have a good command of the English language.
- The test is done by SKYPE via webcam from 8.30am to 16.00 pm Monday to Friday only.
- Our skype name is Volunteering Pennine or volunteering@pennine.ac.uk
- We need to see you on webcam to confirm your identity and so that we can see the person who is talking to us is the same as the person in the photo on your application form.
- When you take the verbal skype test we expect you to be on your own with no one else in the room. We may ask you to use the webcam to show us the room you are in.
- If we suspect that you are receiving any help from another person to do the skype test (if we hear another voice or detect that someone else is in the room with you) then we may decide to cancel the test and refuse your application.
- We will quickly convey the result of this test to you. Only if you are successful at this interview stage will we ask you to arrange the rest of the application documents listed below.

3. Police Clearance Certificate

- This is issued by your local government/judicial/police office to confirm that you have no convictions.
- As this document is not normally issued in English we would also ask all individuals to also provide a full certified translation by a professional. You may find that your local school or university may provide this service cheaper than an official translator. Notarised documents that verify your own translation are not accepted.

4. References

- We require a minimum of two references and may decide to ask you for more. One of the references must be from your immediate last or current employer, or if you are in education from a tutor or teacher from your school, college or university.
- The references must be issued on the official, formal letter headed paper of the establishment, organisation or company issuing the reference and should also contain their official stamp. The reference must be dated, signed and contain full contact details.
- The reference must be objective and must not be from close family. It should be from your employer, a professional, or somebody of good standing in your local community for example your teacher or tutor, a policeman, a doctor, nurse, mayor, etc.
- The referee must explain how they know you, in what capacity and for how long. We want them to describe your personal and work character and how they think you would be suited to the role you are applying for.
- We prefer that the reference is issued in English, if it is not then we expect you to provide a full certified translation by a professional. You may find that your local school or university may provide this service cheaper than an official translator. Notarised documents that verify your own translation are not accepted.

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5. Medical Certificate

- Your doctor or hospital should be able to provide you upon request a certificate to confirm that you are in good physical and mental health, that you have no contagious diseases and are fit for working with us.
- Any afflictions, conditions, disabilities, or allergies that you have and any current medication prescribed or treatment being received for any reason must be mentioned.
- It is preferred but not essential that all non and Ascension EEC Nationals provide documentary evidence of BCG (Tuberculosis), Tetanus and Hepatitis vaccination, if it is not already stated in your medical certificate. Should you be unable to provide this, you will be referred to the local health authority upon your arrival here.
- If this document cannot be issued in English then we expect you to provide a full certified translation by a professional. You may find that your local school or university may provide this service cheaper than an official translator. Notarised documents that verify your own translation are not accepted.

6. British Police Clearance (DBS) check

- In order to safeguard our vulnerable young adults, please note that all successful applicants will have to complete a further British Police Clearance check upon immediate arrival, which we will help you to complete.
- **European applicants must have a passport or a provisional/full driving photocard licence in order for us to apply for a DBS. The EU ID card is not enough. You may also need to provide us a bank statement to verify your address if you have no driving licence.** We will advise you in each individual case.
- Your position at Camphill Wakefield will be determined by the results of this check and we therefore reserve the right to terminate your position should we be unsatisfied with the results of your check or with Europeans if we are unable to process a DBS in the first instance due to documents not being provided.

7. Your Acceptance.

- If we are satisfied with your application papers we will contact to you to offer you a position.
- You will be requested to confirm in writing (email or letter) that you accept our offer.
- When we receive confirmation of your acceptance we will send you travel advice on how to get to us.

8. Visa Nationals

- At this point we will then instruct and advise you on how to obtain a visa. Your position with us will also be determined on the success of your visa application, as obviously you will need a visa or entry clearance to enter the UK to join us.
- It is very important that Visa nationals are fully aware and fully understand the rules that will apply to your 'Tier 5 temporary worker' visa as enforced by our country's Immigration Dept.
- **Your Sponsorship Certificate is an unique record that will only apply to you and to Camphill Wakefield the issuing organisation. Only one certificate at a time can be issued for any individual. You will be unable to apply to join any other organisation unless we cancel our certificate.**
- You are only allowed to reside at Camphill Wakefield and will remain under our jurisdiction (except for short holidays).
- You are not allowed to work, whether paid or unpaid, at any other establishment other than Camphill Wakefield.
- You are not allowed to claim or receive public funds (state benefits).
- You will have to register with the local police (therefore please bring two passport size photos for this purpose.)
- Should you breach any of the above conditions we are legally required to and will of course inform the Immigration Dept immediately who may in turn decide to cancel your visa and deport you. The Immigration Dept operates and we adhere to these strict guidelines in order to safe guard the interests of the UK national's work force.

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- We will also inform the Immigration Dept of your departure from Camphill Wakefield, whether early due to unforeseen circumstances, or as intended at the end of your stay with us. **Your visa is only valid while you reside at Camphill Wakefield, the moment you leave Camphill Wakefield permanently your visa becomes invalid.** For further information we suggest that you visit the website www.ukvisas.gov.uk and read the guidance notes.

In order to speed up your selection process, you may email us your application documents initially. However we will require all your original application documents in due course to be submitted to us for consideration at the address below.

IF YOU HAVE ANY QUESTIONS PLEASE DO NOT HESITATE TO CONTACT US AT THE ADDRESS BELOW

Volunteer Applications must be sent to;

Volunteer Applications – Camphill Wakefield
Wood Lane
Wakefield
West Yorkshire
WF4 3JL
United Kingdom

E-mail: volunteer@pennine.ac.uk

The following websites may be of interest to you:-

www.visitbritain.com

www.camphill.org.uk

www.ukvisas.gov.uk

www.pennine.ac.uk