



The Sheiling Ringwood

A LEARNING AND CARING COMMUNITY
WHERE INDIVIDUALS ARE VALUED

Please return form to:
Human Resources,
The Sheiling Ringwood,
Horton Road,
Ashley, Ringwood,
Hants. BH24 2EB

APPLICATION FOR VOCATIONAL WORKER

The Sheiling Ringwood is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment.
An enhanced DBS (Disclosure and Barring Service) check will be required for all positions.

For photocopying purposes please use black ink when completing this form.

Please provide a passport size photograph with this application and email in a jpeg format to recruitment@thesheilingringwood.co.uk and send a copy of your passport page that includes your photograph with this application form.

Section A – Personal Details

Surname/Family name:	First and second names:
Home address:	Home telephone number:
	Mobile telephone number:
	Email:
	Skype contact:
Postcode/Area code (if applicable):	Date of birth:

Section B - Present or Most Recent Employment (if applicable)

Job title:	Present salary:	Period of notice:
Date joined:	Date left (if applicable):	

Name and address of employer:

Main duties:

Reasons for leaving (if applicable):

Section C - Previous Employment (if applicable)

Please list **all** of your previous jobs (voluntary and paid) including any with your present employer. Start with the most recent and include months and years for dates from and to. References may be sought from your previous employers. In addition, verification checks may be made with your previous employers for employment that involved working with children or vulnerable adults to check the reasons the employment ended.

Dates		Position held	Employer (name and address of employer)	Reason for Leaving
From (month/year)	To (month/year)			

Section D – Breaks in Employment History (if applicable)

Please clearly explain any gaps in your employment history (including month/year of gap):

(If necessary, please continue on a separate sheet, placing your name in the top right corner and numbering the additional sheets.)

Section E – Education Qualifications

Please give details of secondary, further and higher education qualifications achieved. Start with the most recent and work backwards.

From (month/year)	To (month/year)	Name and location of school / college / university	Subject and type of qualification	Grade

Section F – Training (if applicable)

Please list below any job-related training you have undertaken and any training qualifications achieved. Start with the most recent and work backwards.

Date	Course title, details and organising body	Duration

Section G – Additional Details

Why are you interested in working with our children and/or young adults? (Please include why you are interested in working at The Shelling and how you want to use the experience in the future.)

What previous experience, if any, do you have of working with children and/or young adults (not necessarily those with learning difficulties)?

How did you hear about The Sheiling Ringwood?

Is there a particular age group that interests you? (Please circle all that apply.)

Lower school (6-16 years old)

Upper school (16 – 19 years old)

College (19 years and above)

Please note that while we will make every effort to match your preference it will depend upon the vacancies available. You may therefore be asked to work with a different age group.

Do you have experience in Curative Education or Rudolf Steiner methods? (If yes, please give details.)

Please give details of any interests including hobbies, music/drama, public duties, community/voluntary work and so on.

Are you currently, or have you previously, applied to any other Camphill Communities? (Please supply relevant details.)

Section H – Expected Length of Stay

How long do you expect to stay in the UK? (Please give details if longer than one year.)

One year Other

Section I – Ability to Speak and Understand English

How well do you speak and understand English?

Little or no spoken/written English	Spoken <input type="checkbox"/>	Written <input type="checkbox"/>
Conversational spoken/written English	Spoken <input type="checkbox"/>	Written <input type="checkbox"/>
Fluent spoken/written English	Spoken <input type="checkbox"/>	Written <input type="checkbox"/>

Section J – References

Please give details of **two referees** who we can contact to ask about your suitability for the post. Referees must not be related to you. One of these **must** be: **EITHER** your current or most recent employer (and if you have previously worked in education you must include your last education employer) **OR** your most recent education provider (school/college). And a second which could be a professional person who is able to comment on your suitability for engagement (eg. Priest, Doctor, Community Leader)

Please note, if you are shortlisted we will contact your referees prior to interview.

Name & address	Occupation	Years known	Contact details
1.			Tel no: Email:
2.			Tel no: Email:

Section K – Rehabilitation of Offenders Act 1974/Disqualification

We are committed to safeguarding and promoting the welfare of children and young adults and expect all staff and volunteers to share this commitment. All posts involving direct contact with vulnerable children and adults are exempt from the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website (www.gov.uk).

Have you ever been convicted of a criminal offence which is not 'protected'? YES / NO

If you have answered yes, supply details of all convictions in a sealed envelope marked 'confidential' and attach to this form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

- **Are you subject to any current outstanding disciplinary action or legal proceedings?** YES / NO
- **Are you aware of any police enquiries undertaken following allegations made against you that may affect your suitability for the position?** YES / NO
- **Are you subject to any sanctions imposed by a regulatory body?** YES / NO
- **Are you disqualified from working with children or vulnerable adults?** YES / NO
- **Do you currently subscribe to the DBS Employer Online Checking Service including Adults and Children's Barred List Check?** YES / NO
- **Have you been resident in the UK for the last 5 years or more?** YES / NO
- **Have you lived or worked outside of the UK for any periods in excess of 6 months in the last 5 years?** YES / NO

Are you related in any way to an employee or member of The Sheiling Special Education Trust, or to someone who to your knowledge has been employed or connected with The Sheiling Special Education Trust within the last 12 months? If yes, please give details:

Section M – Data Protection

The Sheiling Special Education Trust is registered under the Data Protection Act 1998. The information or data that you have supplied on this form will be processed and held on computer and will be processed and held on your personal records if you are appointed. The data may be processed by The Sheiling Special Education Trust for the purposes of equality monitoring, compiling statistics, and for the keeping of other records. When you sign and return this form, you are giving us permission to process and hold on computer the information or data you have supplied or referred to on it including any information that you may consider to be sensitive and personal.

Section N – Emergency Contact Details

Please give details of the person to be contacted in case of an emergency:

Name:

Telephone number:

Email address:

Relationship to you:

Section O – Declaration

I understand that any offer of a vocational worker placement is subject to:

- a) references that are satisfactory to The Sheiling Ringwood;
- b) a satisfactory Enhanced Disclosure & Barring Service (DBS) check;
- c) the entries on this form proving to be complete and accurate;
- d) a satisfactory medical report, if appropriate.

I have read and understood the vocational worker information and I certify that details provided on this form and supporting papers are true.

I understand that the provision of false or misleading information given in response to any questions on this form or failure to disclose information may result in the termination of any contract entered into, or the withdrawal of any contract. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any amending legislation.

Signature:

Date: