



APPLICATION FORM

L'Arche strives to be an equal opportunity employer

When you have completed the form you should **send it to the Community address below.**

Community Address here

If you need to give further information to any of the questions please continue on a separate piece of paper

A PERSONAL DETAILS - Please PRINT in BLOCK CAPITALS and use BLACK INK for this boxed section

First Name(s)..... Surname

Present Address

..... Post Code.....

Country E-mail

Telephone - including full local or international code (daytime)

(evening)

Date of Birth/...../..... Sex: FEMALE MALE National Insurance No. / / / /

Country of birth Town/City of Birth

Do you hold a current driving licence? YES NO If YES, state which type: FULL PROVISIONAL

Number of years held? Would you be willing to drive as part of your duties YES NO

Nationality..... Passport Number..... Issuing authority.....

Issue Date: / / Expiry Date: / / r Day Month Year

Do you have a visa for entering the UK? YES NO

If YES, state visa number Valid from: / / to: / /
Day Month Year Day Month Year

1. Applicants from outside the UK may be required to gain special registration or visa. We will help you to apply for this should your application be successful.

***Please do NOT apply to more than one Community at the same time. If the vacancy you applied for has been filled we will pass your application to another L'Arche Community unless you tell us not to.**

B OTHER DETAILS

- a) How did you hear about L'Arche? *Please be as specific as possible.*
- b) Have you ever applied to any other L'Arche Community? YES NO If YES, which and when?
- c) When are you available to come?
- d) L'Arche expects assistants to stay for a minimum of one year. Towards the end of this period there will be a review with the Community to explore the possibility of an ongoing commitment. What time commitment could you offer initially?
- e) Is English your first language? YES NO
- If not, what language training have you had?

C EDUCATION & TRAINING

Beginning with the most recent, please list fully all schools, colleges and universities and courses attended since the age of 14, showing any qualifications obtained. Please use extra sheets as necessary.

Dates from/to (month/year)	Educational Establishment including full address and telephone number of Department/Faculty and name of Head/Course Tutor	Qualification/Certificate and month/year gained

Please give details of any other short courses or work based training with dates

Dates from/to (month/year)	Course or training completed

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- c) Please read the Charter of L'Arche. Everyone who comes is expected to live and work closely with people of different faiths and beliefs, take part in the faith life of the Community, and accompany people with learning disabilities to their own churches. Are you willing to participate in this aspect of Community life? Please explain.

- d) Given that you are applying to live with others in Community and not just to do a job, is there anything you would like to tell us about yourself, which has not been covered elsewhere on this form?

- e) Do you have any questions or concerns?

F REFEREES

Please give details of three referees for whom we have your consent to contact regarding your application. At least one referee, and if possible all three, should have known you for more than 3 years. **They should not be members of your family.** Please PRINT in BLOCK CAPITALS for this section and check that emails addresses are correct.

If you have had any previous care experience of more than three months please include them as a referee.

1	<p><i>This person must be your current or most recent employer/supervisor. If you have not had full-time employment, please give the name of a referee from any significant vacation employment or volunteering work.</i></p> <p>Title: Mr / Mrs / Miss / Ms Other _____ First Name (s): _____ (please delete as appropriate) Surname: _____</p> <p>Address _____</p> <p>_____ Postcode _____ Country _____</p> <p>Telephone No. (Daytime) _____ (Evening) _____</p> <p>Email _____</p> <p>How many years has this person known you? _____</p>
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2 Previous employer reference or other reference (e.g. tutor, supervisor) if no other previous employer

Title: Mr / Mrs / Miss / Ms Other First Name (s):

(please delete as appropriate)

Surname:

Address

..... Postcode Country

Telephone No. (Daytime) (Evening)

Email

How many years has this person known you?

How have you known them e.g. teacher,
employer,
other

3 This person must have known you for more than 3 years (not an employer)

Title: Mr / Mrs / Miss / Ms Other First Name (s):

(please delete as appropriate)

Surname:

Address

..... Postcode Country

Telephone No. (Daytime) (Evening)

Email

How many years has this person known you?

How have you known them e.g. teacher,
employer,
other

Please Note: We will contact your referees prior to interview unless you ask us not to do so

G DISCLOSURE OF CRIMINAL BACKGROUND

Please do NOT apply to more than one Community at the same time. If the vacancy you applied for has been filled 5 we will pass your application to another L'Arche Community unless you tell us not to.

Due to the sensitive nature of this role, you are required to disclose details of any criminal record as the role is exempt from the Rehabilitation of Offenders Act 1974 which means that all convictions, cautions, reprimands and final warnings on your criminal record must be disclosed to L'Arche. This means that spent offences must also be disclosed.

All successful applicants will be required to undergo a Disclosure check additionally applicants from outside the UK will also be required to provide a Letter of Good Conduct from the Police Authority of their home country .

In line with L'Arche's Equal Opportunities Policy we do not discriminate against applicants on the grounds of their criminal record unless it is relevant to their suitability to work with vulnerable people. L'Arche uses information about criminal convictions solely to assess suitability for employment purposes.

Any role offer is subject to a Disclosure check and therefore any offer may be withdrawn or employment terminated if L'Arche believes information about criminal convictions renders the individual unsuitable for work with vulnerable people.

1. Do you possess, or have you ever possessed, any convictions for criminal offences, including any conditional discharges, bindovers or cautions?

YES NO

If 'YES', please give full details on a separate sheet, clearly marked with your name and the date of this application, and signed.

H DECLARATION

I declare that the information I have given on this form, which includes disclosure of criminal background is correct and complete and that any misleading statements may be sufficient for disciplinary action including dismissal and cancellation of any offer or agreements made.

Additionally I give permission for this personal information to be stored and processed for the purposes of arriving at a selection decision and that the information provided will be used to form the basis of personnel records if I should take up a role.

I agree to L'Arche taking up any references in connection with this application, and understand that these will be confidential to the referee and L'Arche.

I agree to any Disclosure or Police checks which may be required as part of L'Arche's recruitment procedures.

Signature:

Date:

Thank you for taking the time to share something of yourself with us. Please return your completed application to the Community of your choice - addresses are given in the accompanying literature – NOT to the L'Arche Silsden Office. **IT IS IMPORTANT THAT YOU DO NOT APPLY TO MORE THAN ONE COMMUNITY AT A TIME.**

OFFICE USE ONLY

Issued by	Date	Received by	Date
Community			

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