

Othona West Dorset Coast Road Burton Bradstock Bridport, Dorset DT6 4RN

Tel. 01308 897130 E: mail@othona-bb.org.uk www.othonawestdorset.org.uk

# **Application form**

Name: Address:		Title:		
Tel:	Mobile:	Postcode: Email:		
Male / Female (please circle)	Date of Birth:	Nationality:		
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What role are you applying for?

Thank you for expressing interest in joining the Core Community at West Dorset. Please note that for shortlisted candidates, the selection process includes staying at Othona and for applicants for the catering post this will involve planning and cooking meals. Current Core Community members are fully vaccinated against Covid and we observe Covid protocols with our visitors.

Please answer the following questions to help us consider your application and to help you think through your own reasons for wanting to join us. If you need more space please use additional sheets and attach them securely to the form.

Please also attach a short resumé of your previous work and study experience.

Describe your current Occupation/Course of Study.

What leads you to leave your current occupation and seek a new direction at this time?
Have you visited Othona and if so when? If not how did you hear about this vacancy?
Why have you chosen to apply to Othona? What attracts you to work for a community and for this one in particular?
What do you offer to the Othona Community as a core member?
What do you hope to achieve or gain for yourself from living and working at Othona?
How do you see yourself? What sort of person are you?
Religion/Spiritual Life  Please say something about your own religious/spiritual life and beliefs.

Describe your state of health.

Is there any aspect of your health that might affect your ability to carry out the work at Othona? If so please state what that is.

Describe your current situation.

Have you any family or other commitments that would affect the time and energy you can offer to Othona?

Have you a clean UK driving licence? (Please tick) Yes No

Is English your first language (please tick) Yes No I If not how well do you speak it?

If offered a job when would you be available to start and how long might you wish to stay?

## **Your Skills and Experience**

Please give details of any work or other experience you have that may be relevant to your application, including voluntary work or leisure interests. Give brief examples of skills and experience that demonstrate your suitability for the role you are applying for. If you need more space please use additional page(s) and attach them securely to this form.

#### References

Please give details of two people, at least one of whom has knowledge of you in a working/educational environment, paid or unpaid. The first reference should be your present or most recent employer, or, for a student, appropriate college referee. We like to take up references before interview, but if you would prefer that we did not take up your current employer's reference until after the interview, please state this on this form.

First referee:	
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## **Legal Requirements**

## Your right to work in the UK

Othona is required by law to ensure that all employees have documents that verify their ability to work in the UK. We will ask you to show us your current EU passport (or a non EU passport endorsed with permission to work in the UK), or failing that such evidence as a national insurance number and/or a copy of any correspondence you have received from the Home Office confirming permission to work. If you are an overseas national please talk to us about this.

#### Rehabilitation of Offenders Act 1974

Because of the nature of our work, which includes providing accommodation and recreational facilities for young people, Section 4(2) of the Rehabilitation of Offenders Act 1974 does not apply and spent convictions should be stated, as provided by the Rehabilitation of Offenders Act (Exemptions) Order 1975

Have you been convicted of a criminal offence (please tick)

Yes No

If yes please give details here.

### Protection of children and vulnerable adults at Othona

Due to the sensitive nature of the duties you will be asked to undertake in this post working with children, young people and vulnerable adults, we will apply for a Disclosure and Barring Service check on your behalf as soon as possible after you join our team.

**Note:** If you are applying from outside the UK where UK DBS checks cannot be done, we will ask you to complete an additional form and will seek references specifically confirming no problems relating to Child Protection.

I confirm that the information given in this application and any attachments is factually correct and complete. I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the Othona Community.

Signature Date

Thank you for filling in this form.

#### Please send it to:

Recruitment, Othona West Dorset, Coast Road, Burton Bradstock, BRIDPORT, Dorset. DT6 4RN

or email: recruitment@othona-bb.org.uk