



## Camphill Village West Coast

### Co-Worker Application Form

Please complete the application form in full, to the best of your knowledge, and attach the following:

- A recent photograph of the applicant
- A certified copy of the applicant's Identification Document or Passport
- A Police Clearance Certificate
- A Doctor's Statement
- Valid Driver's licence (compulsory)
- Two written references
- Signed Code of Conduct and Abuse Protocol

Thank you for your interest in our village. The following will give you a broad picture of what to expect here at Camphill Village.

We welcome people who wish to gain life experience while being of service. Camphill Village is a residential community for adults living with intellectual disabilities and special needs. We ask for a commitment of at least one year from potential candidates.

In South Africa as a whole, we are in a phase of transition. We can no longer rely on generous welfare grants as we have in the past. We therefore need people who are willing to work hard and are able to carry responsibility so as to support us in our quest to increase our productivity and efficiency in all aspects of Village life. In this way we can move towards becoming self-sustainable through increasing the volume and quality of products coming off our land and from our enterprises. In addition to this, many of our residents are ageing and need extra care while the younger ones need challenging.

Our life requires the openness to participate fully in the home and community activities. Many of the tasks are repetitive but need to be executed on a daily basis as the normal functioning of the village relies on them. We would ask you to work wherever there is the greatest need at the time of your joining us.

A fundamental requirement is one of attitude, a willingness to respond to needs of the organisation and its residents and to learn to function in sometimes pressurised situations. Community life is not always easy. Each one of us inevitably faces the challenge of personal growth. It takes time to learn how to work alongside adults with special needs that are often two or three times your age and to earn their respect. Living and working intensively with others involves struggle as well as joy. You would need to be open to this.

### Mission Statement:

Camphill Village is a rural, residential working Community which offers support and work opportunities for people living with intellectual disabilities.

We do this by:

- creating work and home environments which are mutually therapeutic and spiritually fulfilling to all.
- using all our resources – financial, social and environmental, in a manner that promotes sustainability.
- striving to produce and provide products and services of quality that have a healing impact on the environment and the broader community.
- being open to regular evaluation and being accountable in all aspects of life.

### Life and work at the village:

In joining Camphill you will be part of a life sharing community.

Camphill village is part of the Camphill Movement founded by Dr Karl Konig in the 1940's and draws inspiration from the philosophy and practical guidance of Dr Rudolf Steiner. Whilst Camphill does not lean towards a specific religion, the services of the Christian Community and the celebration of Christian festivals are sustaining element of our lives.

We are a community of some 140 men, women and children. We have around 90 residents with intellectual disability and special needs, many of whom are elderly. The Residents are housed in 12 homes known as group homes which they share with co-workers and their families. A warm and healthy home life is integral to the well-being of our community and all co-workers are therefore expected to share responsibilities in the homes.

Our 240 hectare property suffers from extremely poor sandy soil. We strive to work creatively with our limited resources in an attempt to bring healing to the land and increase our productivity and therefore our sustainability. Land departments include the farm, vegetable garden, a plant nursery, orchards and a herb garden. Our enterprises include herb processing, cosmetics, a dairy and bakery, the Village Store and an animal feed depot. We have two workshops, craft and building maintenance as well as a charity store and a Coffee Shoppe. The Moya Health and therapy centre is also an important feature of the village and provides therapeutic activities and programmes for the residents.

### Living together:

You will be part of a "house community" where you will live together with adults with special needs, long-term co-workers/house-leaders and their children. During the week you will help in the house or workshop, or on the land. You will be asked to contribute to the community in a variety of ways. Everyone is expected to share the necessary cooking, cleaning and house tasks in their own house community. During the weekend, you will spend time together with your house community and participate in community activities such as festivals, concerts, activity groups, sporting events or other events held in the hall. This also constitutes an important part of your experience with us.

### What do we expect of a Co-Worker?

- To have a genuine interest in living and supporting with people with special needs.
- To be able to cope with long working hours.
- To be tolerant and flexible.
- To show an active interest in overcoming difficulties that you may personally experience as well as assisting others with difficulties they may experience.
- To be able to work as part of a team as well as independently.
- To be able to communicate in English.
- To be open minded and accept guidance.
- To be enthusiastic and willing to learn.

### Work:

Everyone is involved in either a workshop or in a house from 8:00 to 17:00 Monday to Friday. There are some workshops that run outside of these hours and over weekends, like the land and dairy teams. We also have a monthly market, when we are open to the public. Everyone is expected to help with these events. At home the working hours are not definitive and you will be required to help with the domestic tasks whilst showing an interest and taking responsibility for the people that you are sharing the house with. In some group homes the elderly Residents need help with their personal care. We need individuals with a healthy and accountable attitude towards work.

### Communal activities:

There is a cultural and social life outside of the home and everyone is encouraged to take part in evening study groups, interest groups, some work/community related meetings and plays. An important part of our lives as mentioned earlier is the celebration of Christian Festivals and as well as artistic activities. The services of the Christian Community are open to all who wish to partake.

### Finances:

A Co-Worker on trial (one year probation period) is paid R3500,00 per month which is to cover all personal costs, transport, medical requirements and holiday allowances. Added to that is free board and lodging. You will also receive a telephone allowance of R65.00 per month which will be paid out in addition to the amount mentioned above. Allowances for children and any other financial needs are to be negotiated with the finance manager. This income will be subject to all statutory deductions, e.g. Income Tax where applicable and UIF.

### Health:

We expect you to be in good health and to have completed any necessary dental treatment before you arrive. Medical treatment is provided by the State and should you wish to join a Medical Aid it will be your responsibility to initiate this. If you suffer from any chronic condition or illness we would ask that you let us know beforehand. We would also expect you to tell us if you are likely to need any on-going medical treatment.

If you have suffered (or are recovering) from a breakdown, please inform us as we can support you better if we know some of your history. This information will be treated as confidential.

Orientation course:

An orientation course is run for young co-workers and co-workers on trial every Friday morning. It is an introduction to the Camphill way of life and includes a basic introduction to Rudolf Steiner's philosophy of Anthroposophy and Biodynamic Farming. It also provides the opportunity for you to meet the others in the group, facilitates your participation in a play as well as in other activities in the village. You are expected to attend as it will assist with your integration into the village.

Free time and holidays:

We don't have regular free days although free time is an understood and accepted need. By creating mutual awareness of this need in our work situation and home life, we make this possible for each other. Regular weekend breaks (every six weeks) and 4 weeks or 28 consecutive days annual leave is provided for. Half of your annual leave can be taken after being with the organisation for 6 months.

Visitors and friends:

Visitors are welcome, but arrangements for overnight friends/family should be organised well in advance of the proposed visit with the Human Resources Manager. Overnight-visitors have to sign the Code of Conduct form as well as comply with all rules and regulations pertaining to life in the Village.

GENERAL INFORMATION

<b>1. What is your name</b>				
<i>(Last/Surname)</i>	<i>(First/Given Name)</i>	<i>(Middle Name)</i>		
<b>2. Contact details (All information will be sent to this address unless you notify us of a change.)</b>				
<i>(Telephone No)</i>	<i>(Email)</i>	<i>(Fax)</i>		
<i>(Address)</i>				
<b>3. If English is not your first language, what is your fluency in the language?</b> <i>(Tick one of the following)</i>	<b>Excellent</b> <input type="checkbox"/>	<b>Good</b> <input type="checkbox"/>	<b>Fair</b> <input type="checkbox"/>	<b>Limited</b> <input type="checkbox"/>
<b>4. What is your nationality?</b>				
<b>5. What is your date of birth</b>				
<i>Month</i>	<i>Day</i>	<i>Year</i>		
<b>6. What gender are you?</b> Male <input type="checkbox"/> Female <input type="checkbox"/>				
<b>7. What is your desired term of service? (Nominate month and year)</b>				
<i>From:</i>	<i>To:</i>	<i>Year:</i>		

<b>8. What is your earliest starting date?</b>		
<i>Month</i>	<i>Day</i>	<i>Year</i>
<b>9. Do you have a driver's licence?</b> <i>(If yes, please specify what date it was obtained)</i>		
<b>10. Are you intending bringing a pet with you?</b> <i>(If yes, please specify what pet and how many)</i>		
<b>11. Marital status</b>	Single <input type="checkbox"/>	Married <input type="checkbox"/> Divorced <input type="checkbox"/>
<b>12. What are your diet requirements (Vegetarian etc?)</b>		
<b>13. Do you smoke? (This will not exclude you)</b>		
<b>14. Have you taken drugs?</b> <i>(If yes, have you stopped and when?)</i>		
<b>15. Do you have any outside or other interests and activities that may be in conflict with the interest of the Organisation?</b>		

*Please note that priority will be given to applicants who commit to our desired term of service.*

**EDUCATION** *Our recruitment forum is interested in your educational, practical and personal development. Please provide details of all relevant training.*

<b>Grade</b>	<b>Name and location of institution</b>
<b>High School</b> <i>(Years 9-12)</i>	
<b>College / University</b> <i>(Name your area of study here)</i>	
<b>Other training</b> <i>(Name your area of study here)</i>	

**COMMUNITY SERVICE** *We are interested to learn how you have been active in community service, social action groups, and support for individuals with a disability or some other need. Please tell us why you decided to get involved, and what you received in return – what did you learn? Your involvement could include supporting an individual, contributing in your community, school, youth group, religious organization, social, professional, land care, volunteer groups etc.*

<b>Activity / Organization</b> <i>(Where possible, provide contact name and details- phone/fax/email)</i>	<b>From</b>	<b>To</b>

**PRIOR CAMPHILL EXPERIENCE**

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

<b>Name of community</b> <i>(Where possible, provide contact name and details- phone/fax/email)</i>	<b>From</b>	<b>To</b>

**EMPLOYEMENT HISTORY**

*Please provide*

*details of the duties and responsibilities you were given in the positions in which you were employed. List the most current position first. (Attach a resume, if desired.)*

<b>Name of organization and employer</b>	<b>From</b>	<b>To</b>	<b>Duties and responsibilities</b>

**SKILLS AND EXPERIENCE**

*Please list skills, experiences and talents that you would bring with you. For instance: people support and care skills, practical skills, administration, technical, homemaking, cooking, land care, musical, artistic, writing, teaching, etc.*

<b>Skill / talent / musical instrument/experience</b> <i>(Explain how you might contribute to the community.)</i>

## MOTIVATION, GOALS and ASPIRATIONS

*Why do you want to join Camphill community?*

*What do you hope to gain? Please describe two or three specific goals that you would like to work toward during your experience at Camphill.*

## AUTOBIOGRAPHY

*Please discuss ways in which your experience and background have influenced your decision to volunteer at Camphill. We are interested to read a chronological account of your life, including references to family background/situation, significant experiences (for instance, encounters with significant people, community living experiences, illnesses), as well as any other details you consider relevant.*

*We would appreciate your account of an experience and event in your life which had a successful outcome, and what you learned from this.*

*Similarly, we would like you to tell us of an event in your life whose outcome you did not experience as successful, and what you learned from this.*

**FUTURE/ VOCATIONAL STUDIES**

<p><i>What is your current thinking about future vocation and studies?</i></p>
<p><i>How do you see your Camphill experience furthering these goals? (It is OK if you are not sure.)</i></p>

**FAMILY MEMBERS**

*Please list the names of family members also applying to join Camphill, if any.*

Relationship	First name	Last name	Date of birth

**FINANCIAL OBLIGATIONS**

*Do you have obligations to pay outstanding or on going debts?*

	Yes	No	Indicate amounts (R)
<i>Do you have any children who rely on your financial support?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Do you have outstanding loans/financial commitments?</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**FINDING CAMPHILL**

<p><i>How did you learn about Camphill?</i></p>
<p><i>Have you applied to any other Camphill communities? (If yes, this will not disqualify you from applying here. But please provide details of where and when, as we need to know if you are pursuing an application elsewhere. We rely on our volunteers.)</i></p>

**REFERENCES** Please provide the name, address, and contact details of three people we may contact for references. Please indicate their relationship to you.

<b>Referee / relationship to you</b>	<b>Contact details</b>
1)	
2)	
3)	

<p>I, _____, (full name)          _____ (Identification Number/Passport Number)          hereby testify that the above information is correct to the best of my knowledge and that I will notify Camphill Village of any changes of this information.</p> <p>Signature _____ Date _____</p>
---