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| APPLICATION FOR EMPLOYMENT- CONFIDENTIAL **DO NOT USE THIS FORM IF APPLYING FOR A VOLUNTEER POSITION**  **(PLEASE WRITE OR TYPE IN BLACK INK AND USE ADDITIONAL SHEETS IF NECESSARY)** | |
| Position applied for:  Available to take up employment (date): | How did you learn about this vacancy: |
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| **(1) PERSONAL DETAILS:** | |
| Surname: | First Name(s) or Initial(s): |
| Address where you can be contacted:  Tel. No:  (daytime):  (evening):  e-mail address:  SKYPE Contact name: | N.I. No:  Do you have legal entitlement to work in the UK? |

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| **(2) EDUCATION:** | | | | | | | | | | |
| SECONDARY:  Name of School & Address | | | | | Examinations (subject/result, etc) | | | | | |
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| FURTHER/HIGHER: College/Institute or other name | | Type of Course | | | Main Subjects/Modules,  Qualification or class of degree | | | | | |
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| **(3) EMPLOYMENT HISTORY**  ***Current, or most recent, employment: CV not acceptable*** | | | | | | | | | | |
| Job title, main responsibilities and achievements. (If you are not currently in paid or voluntary employment please tell us what you are presently doing) | | | Name of employer | | | | | Length of Employment & Hours per week | | Reason for leaving or wishing to leave: |
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| ***Other significant employment or voluntary work within last ten years, starting with most recent (include length of employment)*** | | | | | | | | | | |
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| 1. **OCCUPATIONAL QUALIFICATIONS & SKILLS: *What other relevant qualifications or practical skills do you have, including languages, musical ability, etc., and how were they obtained?*** | | | | | | | | | | |
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| 1. **EXPLAIN HOW YOUR QUALITIES AND PREVIOUS EXPERIENCE WOULD ENABLE YOU****TO MEET THE** **REQUIREMENTS OF THE POST:** | | | | | | | | | | |
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| 1. **HOW WOULD YOU DESCRIBE YOURSELF? WHAT ARE YOUR STRENGTHS & WEAKNESSES?** | | | | | | | | | | |
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| 1. **How do you think you would respond to the demands of community living? Please refer to the issues highlighted in the resident group notes outline your faith journey and why you wish to work in an ecumenical Christian community.** | | | | | | | | | | |
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| **(8) REHABILITATION OF OFFENDERS ACT 1974 & PROTECTION OF VULNERABLE GROUPS (SCOTLAND) ACT 2007 (as amended)** | | | | | | | | | | |
| This post will require completion of the Iona Community Self Declaration and the appropriate level of **PVG Disclosure Record.**  Disclosure checks will only be requested for those applicants that we wish to appoint.  (i) **Self Declaration Form:** Please confirm that you have completed the Self Declaration form and returned it to us in a sealed envelope clearly marked “Self Declaration Form”. This Self Declaration Form will only be opened in the event of you being considered for an interview.  **Please Tick**  (ii) **Disclosure Record**: Please confirm that you understand and agree to a disclosure record should we wish to appoint you to a post considered to be regulated work.  **Please tick**  Applicants residing outside of the UK will be required to provide a criminal record disclosure from their national criminal records office, or police department prior to appointment being taken up. | | | | | | | | | | |
| 1. **ARE YOU COMING ALONE?**   Will anyone else be coming to live on Iona with you? YES/NO  If YES, please list names and relation to you: | | | | | | | | | | |
| Please see: “Recruitment of Resident Group members with partners” Policy  For adults in the above list, What skills and experience would they bring?  (after discussion if this person will take up a post they will need to fill in an Application Form) | | | | | | | | | | |
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| **(10) REFEREES:**  ***Name, Address and Occupation of 3 referees, 2 of whom should know you in a work capacity, if previously employed. Please indicate if you have objections to a referee being contacted prior to interview.*** | | | | | | | | | | |
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| 1. Name and Address:  Tel no :  E-mail: | | | | Occupation/Connection to You : | | | | | | |
| 2. Name and Address:  Tel no :  E-mail: | | | | Occupation/Connection to You : | | | | | | |
| 3. Name and Address:  Tel no :  E-mail: | | | | Occupation/Connection to You : | | | | | | |
| **(11) DECLARATION:** | | | | | | | | | | |
| I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I REALISE THAT FALSE INFORMATION OR OMISSIONS MAY LEAD TO DISMISSAL WITHOUT NOTICE.  **Signature:…………………………………………………………………………………….**  **(can be signed digitally is being submitted by email)**  **Date:………………………………………………………………………..** | | | | | | | | | | |
| Please return the form to Recruitment - [icrecruitment@iona.org.uk](mailto:icrecruitment@iona.org.uk)  ***OR*** BY POST TO  The Iona Community, 21 Carlton Court, Glasgow G5 9JP, Scotland | | | | | | | | | | |
| **FOR OFFICE USE ONLY:** | **Detail/ Number** | | | | | **Signature** | | | | |