

**IONA ADMINISTRATOR – APPLICATION FORM**

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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)** | |
| How did you learn about this vacancy: | Available to take up employment (date): |
|  | |
| **(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:** | | | | | | | | | | |
| DATES | NAME AND ADDRESS OF ESTABLISHMENT | | | | | QUALIFICATIONS | | | | |
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| **(3) EMPLOYMENT HISTORY**  ***Current, or most recent, employment: CV not acceptable*** | | | | | | | | | | |
| CURRENT OR MOST RECENT EMPLOYMENT | | | | | | | |  | |  |
| 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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| PREVIOUS EMPLOYMENT (LAST TEN YEARS)  ***Start with most recent (include length of employment) and*** | | | | | | | | | | |
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| 1. **OTHER 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. **HOW DO YOUR QUALITIES AND PREVIOUS EXPERIENCE MATCH THE PERSON SPEC?** *Include any information you consider particularly relevant to how you would perform the tasks included in the Job Description.* | | | | | | | | | | |
| **Proven administrative skills and experience** | | | | | | | | | | |
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| **High level of computer literacy, including in MS Office and Excel** | | | | | | | | | | |
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| **Good interpersonal skills when relating to public and staff** | | | | | | | | | | |
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| **Excellent organisational skills, and proven experience of multi-tasking and managing conflicting demands** | | | | | | | | | | |
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| **Proven numeracy and accuracy skills** | | | | | | | | | | |
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| **Flexible, friendly and confident manner – a team player who also works well alone.** | | | | | | | | | | |
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| **A good understanding of the Iona Community’s aims and purposes and the ability to communicate these clearly.** | | | | | | | | | | |
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| **Ability to cope with the physical and mental challenges of living on a small and remote Hebridean island** | | | | | | | | | | |
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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 to jobs which require you to work with people in vulnerable groups  (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** | | | | | |

**THE IONA COMMUNITY**

**CRIMINAL CONVICTIONS - DECLARATION FORM**

**Private & Confidential**

Please complete this form in full, if you require additional space please continue on a separate sheet.

***Please seal this form in a separate envelope, mark it: 'Declaration Form - Confidential’ and return along with your application form. The information you give in this form will be treated in the strictest confidence and if you are called for an interview will be shared only with those people directly involved in the interview, otherwise it will be returned to you unopened.***

**Section 1:**

1. **When did the offence take place?  What were you charged with?  What sentence did you receive?**

1. **What were your circumstances at that time? i.e. family, financial, etc.**

1. **What have you learned from the experience?**

1. **What is your present situation and your future expectations?**

**Section 2:Declaration**  (I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal).

Signature: \_\_                                                           Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Should you be appointed for the position applied for you may also be required to provide a Disclosure as provided for under the terms of the Police Act 1997, Part 5.

**NOTE:**

***Please seal this form in a separate envelope, mark it: 'Declaration Form - Confidential’ and return along with your application form. The information you give in this form will be treated in the strictest confidence and if you are called for an interview will be shared only with those people directly involved in the interview, otherwise it will be returned to you unopened.***