

**ADMINISTRATOR (WILD GOOSE PUBLICATIONS) - APPLICATION FORM**

|  |  |
| --- | --- |
| **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:      ZOOM Contact name: | N.I. No:            Do you have legal entitlement to work in the UK? |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(2) EDUCATION:** | | | | | | | | | |
| DATES | NAME AND ADDRESS OF ESTABLISHMENT | | | | QUALIFICATIONS | | | | |
|  |  | | | |  | | | | |
|  |  | | | |  | | | | |
|  |  | | | |  | | | | |
|  | | | | | | | | | |
| **(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: |
|  | | |  | | | |  | |  |
| **PREVIOUS EMPLOYMENT (LAST TEN YEARS)**  *Start with most recent (include length of employment)* | | | | | | | | | |
|  | | |  | | |  | |  | |
|  | | |  | | |  | |  | |
|  | | |  | | |  | |  | |
|  | | |  | | |  | |  | |
|  | | |  | | |  | |  | |
|  | | |  | | | | | | |
| 1. **OTHER QUALIFICATIONS & SKILLS:***What other relevant qualifications or practical skills do you have, including languages, musical ability, etc., and how were they obtained?* | | | | | | | | | |
|  | | | | | | | | | |
| 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.* | | | | | | | | | |
| **Excellent customer care skills, Ability to communicate calmly, professionally and positively with customers and with colleagues.** | | | | | | | | | |
|  | | | | | | | | | |
| **Ability to provide excellent service when handling customer enquiries.** | | | | | | | | | |
|  | | | | | | | | | |
| **Ability to exercise a sense of urgency and work under pressure** | | | | | | | | | |
|  | | | | | | | | | |
| **Ability to be a proactive team worker** | | | | | | | | | |
|  | | | | | | | | | |
| **Excellent database skills** | | | | | | | | | |
|  | | | | | | | | | |
| **Good MS Office** | | | | | | | | | |
|  | | | | | | | | | |
| **Numeracy and a high standard of written and spoken English** | | | | | | | | | |
|  | | | | | | | | | |
| **Working knowledge of GDPR guidelines.** | | | | | | | | | |
|  | | | | | | | | | |
| **The postholder should also be in sympathy with the aims and concerns of the Iona Community.** | | | | | | | | | |
|  | | | | | | | | | |
| 1. **HOW WOULD YOU DESCRIBE YOURSELF?  WHAT ARE YOUR STRENGTHS & WEAKNESSES?** | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| 1. **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.*** | | | | | | | | | |
| 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:icrecuitment@iona.org.uk)    ***OR*** BY POST TO    The Iona Community, Suite 9, Fairfield, 1048 Govan Road, Glasgow, G51 4XS | | | | | | | | | |
| **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.**