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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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| F**URTHER/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 Working for the Iona Community at Camas Please explain your motivation for wanting to work as part of a community at Camas, i.e. your values and beliefs, what you are passionate about** | | | | | | | | |
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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. | | | | | | | | |
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| 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 : | |
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| **(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 -  [**camascoord@iona.org.uk**](mailto:camascoord@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** |