

|  |
| --- |
| 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? |
|  |
| **PERSONAL DETAILS:** |
| Surname: | First Name(s) or Initial(s):  |
| Address where you can be contacted: Tel. No: (daytime):e-mail address: SKYPE address: | N.I. No:Do you have legal entitlement to work in the UK?    |
|  |
| **EDUCATION:** |
| SECONDARY: Name of School & Address  | Examinations (subject/result, etc) |
| FURTHER/HIGHER:College/Institute or other name | Type of Course | Main Subjects/Modules,Qualification or class of degree |
|  |  |  |
|  |  |  |
|  |  |  |
| **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: |
|  |  |  |  |
| ***Other significant employment or voluntary work within last ten years, starting with most recent (include length of employment)*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |
| **OCCUPATIONAL QUALIFICATIONS & SKILLS: *What other relevant qualifications or practical skills do you have, including languages etc., and how were they obtained?*** |
| **EXPLAIN HOW YOUR QUALITIES AND PREVIOUS EXPERIENCE WOULD ENABLE YOUTO MEET THE REQUIREMENTS OF THE POST**:  |
| **HOW WOULD YOU DESCRIBE YOURSELF? WHAT ARE YOUR STRENGTHS & WEAKNESSES?** |
|  |
|  |
| **REHABILITATION OF OFFENDERS ACT 1974**Do you have any unspent criminal convictions or have any criminal charges pending? If 'yes' please complete the attached declaration form and return it as directed on the form. This will only be opened if you are short listed for interview, otherwise it will be returned to you unopened. The information you provide will not necessarily preclude you from working with the Iona Community. |
|  |
| **MEDICAL HISTORY:** Do you suffer from any medical condition or impairment of ability which may affect your ability to perform this Job? We may require further information about your condition(s) if we offer you a position. Please be aware that you may be asked to complete a medical questionnaire and possibly undergo a medical assessment |

|  |
| --- |
| **REFEREES:*****Name, Address, Email 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: |
| **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: ……………………………………………….** **Date: ……………………………………………….** |
| Please return the form to: icrecruitment@iona.org.uk OR BY POST TO RecruitmentThe Iona CommunitySuite 9 Fairfield1048 Govan RoadGlasgowG51 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.

**Section 1:**

1. **When did the offence take place? What were you charged with? What sentence did you receive?**
2. **What were your circumstances at that time?, i.e. family, financial, etc.**
3. **What have you learned from the experience?**
4. **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 return this form to***

***Declaration Form, Iona Community, Suite 9, 1048 Govan Road, Glasgow, G51 4XS.***

***The completed form should be placed in sealed self addressed envelope within the envelope posted to the Iona Community. This will enable us to ensure that the information you give in this form will be treated in the strictest confidence . 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.***