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w [www.iona.org.uk](http://www.iona.org.uk)

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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: |
|  | | |
| **PERSONAL DETAILS:** | | |
| Surname: | | First Name(s) or Initial(s): |
| Address where you can be contacted:  Tel. No: (daytime): (evening):  E-mail: | | N.I. No:  Do you have legal entitlement to work in the UK? Y / N  To have the right to live and work in the UK, you need either a British passport or ‘Settled Status’ with the UK Home Office. |
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| **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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| **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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| **OCCUPATIONAL QUALIFICATIONS & SKILLS: *What other relevant qualifications or practical skills do you have, including languages etc., and how were they obtained?*** | | | | | | | |
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| **EXPLAIN HOW YOUR QUALITIES AND PREVIOUS EXPERIENCE WOULD ENABLE YOU****TO MEET THE** **REQUIREMENTS OF THE POST:** | | | | | | | |
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| **OUTLINE HOW YOU MEET EACH OF THE PERSON SPECIFICATIONS AS OUTLINED IN THE JOB DESCRIPTION.** | | | | | | | |

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| **HOW WOULD YOU DESCRIBE YOURSELF? WHAT ARE YOUR STRENGTHS & WEAKNESSES?** | | | |
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| **REHABILITATION OF OFFENDERS ACT 1974**  Do you have any unspent criminal convictions or have any criminal charges pending?  YES/NO  If '**yes**' please complete the attached declaration form and return it along with this application form in a separate sealed envelope. 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. | | | |
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| **REFEREES:**  ***Name, Address and Occupation of 2 referees, 1 of which should be your current or most recent employer. 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: |
| Tick here is you do not wish us  to contact this referee |
| 2. Name and Address:  Tel no:  E-mail: | | | Occupation/Connection to You: |
| Tick here is you do not wish us  to contact this referee |
| **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 Karen Turner: [icrecruitment@iona.org.uk](mailto:icrecruitment@iona.org.uk)  OR BY POST TO  The Iona Community, Suite 9, 1048 Govan Road, Glasgow, G51 4XS | | | |
| **FOR OFFICE USE ONLY:** | **Detail/ Number** | **Signature** | |