



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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PERSONAL DETAILS:

Surname:	First Name(s) or Initial(s):
Address where you can be contacted: Tel. No: (daytime): (evening): e-mail address:	N.I. No: Do you have legal entitlement to work in the UK? Y / N

EDUCATION:

SECONDARY: Name of School & Address	Examinations (subject/result, etc)

FURTHER/HIGHER: College/Institute or another 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 YOU TO 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?

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.

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 : <input type="checkbox"/>
2. Name and Address: Tel no : E-mail:	Occupation/Connection to You : <input type="checkbox"/>
3. Name and Address: Tel no : E-mail:	Occupation/Connection to You : <input type="checkbox"/>

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

The Iona Community, 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.

Section 1:

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

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

- c. **What have you learned from the experience?**

- d. **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.