



Suite 9, Fairfield  
1048 Govan Road  
Glasgow G51 4XS  
Scotland UK  
t +44 (0)141 429 7281  
e [ICRecruitment@iona.org.uk](mailto:ICRecruitment@iona.org.uk)  
w [www.iona.org.uk](http://www.iona.org.uk)

**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)**

**If you wish to apply for more than one post please complete a separate application form for each post.**

---

Position applied for: \_\_\_\_\_ How did you learn about this vacancy: \_\_\_\_\_

Available to take up employment (date): \_\_\_\_\_

---

**PERSONAL DETAILS:**

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

**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 YOU TO MEET THE REQUIREMENTS OF THE POST:**

**PLEASE OUTLINE WHY YOU WISH TO WORK IN AN ECUMENICAL CHRISTIAN COMMUNITY**

**HOW WOULD YOU DESCRIBE YOURSELF? WHAT ARE YOUR STRENGTHS & WEAKNESSES?**

**WORKING ON IONA CAN ALSO BE PHYSICALLY AND EMOTIONALLY DEMANDING, AND WE HAVE A DUTY OF CARE FOR ALL OUR STAFF. IS THERE ANYTHING THAT WE NEED TO BE AWARE OF AS WE CONSIDER YOUR APPLICATION?**

## 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.

Residential post on Iona require the Job Holder to be or become a member of the Scotland's Protecting Vulnerable Groups (PVG) scheme

*The completed form should be placed in sealed self addressed envelope with your name written on the outside within an envelope posted to*

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

*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.*

### 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 <input type="checkbox"/>
2. Name and Address:     Tel no:  E-mail:	Occupation/Connection to You:     Tick here is you do not wish us to contact this referee <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 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**