Completing the Application Form

We appreciate that considerable time and effort goes into the completion of an application form and this guidance note is designed to assist you present the form in the best possible way.

General Points

- Your application may be photocopied therefore please complete it in black ink.
- Please do not apply to more than one community at the same time. If the vacancy you have applied for has been filled we will pass your application to another L'Arche community unless you tell us not to.
- Please write clearly.
- Please do not submit a CV instead of an application form, this will not be accepted.
- Remember to complete all parts of the form. If you think some parts do not apply to you write N/A in the space provided for your answer.
- If you use additional sheets of paper please write your name and date on the top of EACH page.

References

- Check with your referees that they are happy for us to contact them before you put their names forward, this saves time.
- One of your referees MUST be your current or most recent employer. We may ask you to provide details of referees from previous employment.
- We cannot accept family members as referees.
- Please check carefully that addresses, telephone numbers and email addresses are correct, this saves time.

Education and Training

- As well as telling us about your education qualifications please also provide information in this section about any relevant training courses that you have attended.

Occupational Experience

- Please give details of previous jobs held and give any details of any gaps in your employment record as this will be discussed at interview.
- Record unpaid/voluntary work in this section with contact details.

Self Assessment

- Please take time to complete this section as this gives you the chance to tell us more about yourself and particularly why you wish to live and work in L'Arche. Please use additional sheets of paper and remember to write your name and date each one.

Criminal Records

- The role you are applying for is exempted from the provisions of section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exceptions/Amendments) Order 1986. Therefore it is essential to declare on the form any previous convictions.

Returning the Form

- We accept application forms by email. Remember to send your application form to only one community.
- You will be required to sign your emailed application form at a later stage if you are offered a role in the community
- If you are sending your application form by post take a copy of it as you will be asked questions at interview about the information you have provided.
- Remember to sign and date the form before returning.

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