



# Live and work at Dhanakosa.

Retreat Centre Worker – Office/ Admin or General Worker.  
Closing Date for applications is 8<sup>th</sup> March

## 1. Personal details

Name:
Address:
Post code:

Home phone:
Work / mobile:
e-mail:

## 2. Level of involvement with Triratna.

Please indicate your involvement with Triratna.

Regular contact with a local centre or retreat centre	
Mitra	
Asked for ordination	
Member of the Order	

## 3. work area and work experience

Please indicate which work area you are interested in			
Office / admin			Yes / No
Skills / experience	No experience	Competent	professional experience
Communication skills			
IT / computer systems			
Office management			
Publicity or fundraising			

General Worker			Yes / No
<b>Please fill in this section even if you have selected office /admin as your preferred work area</b>	I am not willing to work in these areas	I am happy to work in these areas	I would prefer to work in these areas
Housekeeping			
General Maintenance			
Kitchens			
Admin / office support			
Gardens			
Retreat Organising			

All team members often work across work areas. Therefore please indicate above all areas that you would be willing to work in.

Do you have a current driving licence	yes	no
Any other relevant qualifications or work specific experience		

Please use your covering letter to communicate other areas of experience of interest that you think might be relevant.

#### 4. Referees

Please provide contact details for two references. If possible at least one who is a member of the Triratna Buddhist Order.

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Please also include a short covering letter indicating any previous experience of community living, particularly in Triratna communities, and any previous experience or work in Triratna right livelihood teams. And, please also include a brief summary CV.

If you would like to discuss any aspect of your interest in joining the Dhanakosa team, or any other issues regarding your potential application please e-mail [nayaka@dhanakosa.org](mailto:nayaka@dhanakosa.org) or phone 01877 384 213 asking for Nayaka.

Please return this form by e-mail to [nayaka@dhanakosa.org](mailto:nayaka@dhanakosa.org) , or post to:

Nayaka  
Dhanakosa  
Balquhiddy  
Lochearnhead  
FK19 8PQ

Thank you for your interest in coming to live and work with us.

A handwritten signature in black ink, appearing to read 'Nayaka', written in a cursive style.

Centre director.