



# APPLICATION FORM

FOR THE POST OF:

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JOB REFERENCE:

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As it may be necessary to photocopy this form, if you are completing it by hand please use BLOCK CAPITALS and **black** or **blue** ink. A curriculum vitae (CV) will not be accepted in place of this application form.

## 1 PERSONAL DETAILS

LAST NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FIRST NAME: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 \_\_\_\_\_  
 POSTCODE: \_\_\_\_\_

## 2 REFERENCES

Please give the names and addresses of **two** persons, including your present or most recent employer, whom we may approach for a reference. Members of your family should not be given as referees. In normal circumstances references will only be taken up for those successful at interview. We reserve the right to contact any previous employer.

### PRESENT OR MOST RECENT EMPLOYER

FULL NAME: \_\_\_\_\_  
 JOB TITLE: \_\_\_\_\_  
 COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

IS THIS A HOME ADDRESS?

TELEPHONE: \_\_\_\_\_

IF YOU **DO NOT WISH US TO APPROACH THIS REFEREE** PRIOR TO INTERVIEW, PLEASE MARK HERE

### REFEREE 2

FULL NAME: \_\_\_\_\_  
 JOB TITLE: \_\_\_\_\_  
 COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

IS THIS A HOME ADDRESS?

TELEPHONE: \_\_\_\_\_

IF YOU **DO NOT WISH US TO APPROACH THIS REFEREE** PRIOR TO INTERVIEW, PLEASE MARK HERE

Kibble Education and Care Centre  
 Scottish Charity No. SC026917  
 Company limited by guarantee.  
 Registered in Scotland No. SC158220



Registered Office: Abercorn House, 79 Renfrew Road  
 Paisley PA3 4DA

Kibbleworks  
 Scottish Charity No. SC035861  
 Company limited by guarantee.  
 Registered in Scotland No. SC269349



Registered Office: Abercorn House, 79 Renfrew Road  
 Paisley PA3 4DA



### 3 PRESENT OR MOST RECENT EMPLOYMENT

JOB TITLE: \_\_\_\_\_

NAME OF EMPLOYER: \_\_\_\_\_

ADDRESS OF EMPLOYER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF APPOINTMENT: \_\_\_\_\_

DATE OF LEAVING: \_\_\_\_\_

PERIOD OF NOTICE REQUIRED: \_\_\_\_\_

PRESENT OR MOST RECENT SALARY: \_\_\_\_\_

FULL-TIME

PART-TIME

(PLEASE TICK APPROPRIATE BOX)

SUMMARY OF DUTIES AND RESPONSIBILITIES:

REASON FOR LEAVING/ WISHING TO LEAVE:

### 4 EMPLOYMENT HISTORY

PLEASE PROVIDE DETAILS OF YOUR EMPLOYMENT HISTORY TO DATE, STARTING WITH THE MOST RECENT AND ACCOUNTING FOR ANY PERIODS OF TIME SINCE LEAVING SCHOOL NOT SPENT IN EMPLOYMENT E.G. FULL-TIME EDUCATION OR OTHER CIRCUMSTANCES (CONTINUE ON ADDITIONAL SHEETS IF NECESSARY).

NAME AND ADDRESS OF EMPLOYER	FROM (MONTH AND YEAR)	TO (MONTH AND YEAR)	JOB TITLE AND MAIN DUTIES	REASON FOR LEAVING

<b>5 SECONDARY, FURTHER AND HIGHER EDUCATION (OR EQUIVALENT)</b>				
<b>SCHOOL/COLLEGE/ UNIVERSITY ATTENDED</b>	<b>FROM</b>	<b>TO</b>	<b>SUBJECTS/COURSES</b>	<b>RESULTS</b>

<b>6 PROFESSIONAL QUALIFICATIONS OBTAINED</b>		
<b>NAME OF AWARDING BODY</b>	<b>QUALIFICATION</b>	<b>GRADE (IF APPLICABLE)</b>

<b>7 OTHER QUALIFICATIONS AND TRAINING NOT COVERED ABOVE</b>			
<b>TITLE</b>	<b>DATE</b>	<b>AREAS COVERED</b>	<b>WHERE UNDERTAKEN</b>

<b>8 MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS</b>

**PROOF OF ALL QUALIFICATIONS AND MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS WILL BE REQUIRED BEFORE APPOINTMENT IS CONFIRMED.**

<b>9 INTERESTS</b>

**10 DRIVING LICENCE**

DO YOU HOLD A CURRENT DRIVING LICENCE ?      YES          NO      
RESTRICTIONS & ENDORSEMENTS (PAST OR PENDING)

**11 ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION**

*Please describe how your skills, knowledge and experience are relevant to the post applied for. Please consider carefully the information you have been given before completing this section. If necessary, continue on additional sheets of A4 paper. Please ensure your name and the post you are applying for are clearly marked on any supplementary sheets.*

<b>12</b>	<b>DECLARATION</b>
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I certify that, to the best of my knowledge, the information given in this form is accurate and without omission. I understand and agree that this information may be stored and processed in accordance with the Data Protection Act 1998 and that Kibble may take steps to verify the information I have provided, through references and checks of my qualifications and professional memberships. I also confirm that I am physically and mentally fit to undertake the role for which I have applied and there are no health issues that would prevent me from carrying out the responsibilities of the post.<sup>§</sup>

***Applicant's Signature*** \_\_\_\_\_

***Date*** \_\_\_\_\_

On completion, this form should be returned to:

<b>HR OFFICE KIBBLE EDUCATION AND CARE CENTRE GOUDIE STREET PAISLEY, PA3 2LG</b>
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**PLEASE ENSURE THAT YOUR NAME AND THE TITLE OF THE POST YOU ARE APPLYING FOR  
ARE CLEARLY MARKED ON ALL ADDITIONAL SHEETS**

<sup>§</sup> Kibble will meet our obligations under the Equality Act 2010 to make 'reasonable' adjustments, where appropriate.

**KIBBLE  
EQUAL OPPORTUNITIES MONITORING FORM**

Kibble is committed to its Equal Opportunities Policy. This ensures that all applicants receive equal and fair treatment and are not discriminated against or victimised on grounds of sex, marital status, race, sexuality, colour, ethnic origin or disability.

In order to monitor and review our policy, we would ask that you complete the following questionnaire. This information is used **only** for monitoring purposes and is not part of the selection process. Information provided will be stored on a computerised database for statistical analysis and controlled in accordance with current Data Protection legislation.

<b>POST(S) APPLIED FOR:</b>			
<b>TITLE &amp; FULL NAME:</b>			
<b>DATE OF BIRTH:</b>		<b>AGE:</b>	

**ETHNIC ORIGIN**

Please indicate (X) which group best describes your ethnic origin or descent. The categories listed are those recommended by the Commission for Racial Equality.

<b>ASIAN</b>	31	of Indian origin	<input type="checkbox"/>
	32	of Pakistani origin	<input type="checkbox"/>
	33	of Bangladeshi origin	<input type="checkbox"/>
	34	of Chinese origin	<input type="checkbox"/>
	39	of other Asian origin	<input type="checkbox"/>
<b>BLACK</b>	21	of Caribbean origin	<input type="checkbox"/>
	22	of African origin	<input type="checkbox"/>
	29	of other Black origin	<input type="checkbox"/>
<b>WHITE</b>	10		<input type="checkbox"/>
<b>OTHER GROUP?</b>	80	please specify:	<input type="checkbox"/>

Do you require a work permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**'POSITIVE ABOUT DISABILITY'**

The Centre welcomes applications who consider themselves disabled and is committed to interviewing all applicants with a registered disability who meet the minimum job criteria. Do you consider yourself to have a disability?

Yes  No

Do you require any special arrangements at interview? (Please state)

**SEX AND MARITAL STATUS**

Male <input type="checkbox"/>	Single <input type="checkbox"/>	
Female <input type="checkbox"/>	Married or in a Civil Partnership <input type="checkbox"/>	<input type="checkbox"/>
	Other <input type="checkbox"/>	<input type="checkbox"/>

Where did you learn of this vacancy? (please give name of publication/individual):

Are you connected in any way to any present or past pupils or employees of Kibble? If yes, please give name of pupil or employee and nature of relationship.

***Thank you for your co-operation. Please return this form with your application.***