

# APPLICATION FOR EMPLOYMENT



Please complete this form and return it by email to [keeley@kickitout.org](mailto:keeley@kickitout.org)

Application for appointment as

## Section 1. Personal Details

First names

Surname

Title (Mr/Mrs/Ms etc)

Address.

Home tel no

Daytime tel no

May we contact you at work  Yes  No

## Section 2. Employment Record

Present/most recent employer

Employer's Address

Post Code

Dates employed

Job title

Salary/Benefits

What period of notice is required by current employer? ...

**Previous employers** (Please list all previous employers. Continue on a separate sheet (if necessary)).

Dates employed	Employer	Position held	Salary

**Section 3. Education and Training**

**Education:** Qualifications obtained and those currently being pursued.

Dates awarded	Institution	Qualification

**Training: Work related courses.**

Course dates	Course titles and subjects	Training organisation

**Please account for any periods of time not spent in full-time education or employment.**

Period	How occupied

## Section 4. Relevant experience and skills

**Short listing and selection will be based on the criteria set out in the accompanying 'Person Specification'.**

Please demonstrate how you satisfy each point listed in the Person Specification, drawing on your personal and work experience, education and training. Please use additional sheets if necessary.

Please explain how you would aim to enhance Kick It Out's media profile over the next three years?  
(maximum 500 words) Please use additional sheets if necessary

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above. The box occupies most of the page below the text.

## Section 5. References

Please give the name, address and telephone number of two referees. One should be your current or most recent employer.

Name  Position

Address

Post Code  Telephone

Name  Position

Address

Post Code  Telephone

May your present employer be contacted if you are shortlisted?

Yes  No

Do you require a work permit? Yes  No

## DECLARATION

I declare that the information contained in this application form is complete and correct. I understand that, if I have knowingly provided false information, or, directly or indirectly canvassed a Management Committee or employee of Kick It Out in support of my application, I may be disqualified or dismissed after appointment.

Signature  Date

For closing date and return address please see guidance notes.

IN CONFIDENCE



**Kick It Out** operates an equal opportunities policy. To help monitor the effectiveness of this policy, you are requested to complete this form and return it with your application.

**This information will be separated from your application as soon as it is received; it will not be passed on to anyone involved in shortlisting or appointment to this post.**

Name

Post applied for.

**Please tick the appropriate boxes below (PUT 'X' NEXT TO THE ANSWER).**

What is your gender?

Male

Female

Would you describe yourself as having a disability?

Yes

No

If yes, are you registered as disabled?

Yes

No

Please tick the box from the following list which best describes the ethnic category to which you belong:

White British

White Irish

White other (please specify)

Black African

Black Caribbean

Black other (please specify)

Indian

Pakistani

Bangladeshi

Chinese

Black British

Other (please specify)

**Faith and/or belief:**

Buddhist	<input type="checkbox"/>
Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Other	<input type="checkbox"/>
None I prefer not to say	<input type="checkbox"/>

**Sexual orientation:**

Heterosexual	<input type="checkbox"/>
Gay man	<input type="checkbox"/>
Lesbian	<input type="checkbox"/>
Bisexual	<input type="checkbox"/>
I prefer not to say	<input type="checkbox"/>

To help us monitor our advertising policy, please say where you saw this post advertised.