



leisure



EMPLOYMENT APPLICATION



The information provided on this page will be detached on receipt of your application and will not be made available to any persons involved in the shortlisting process. Details will be forwarded to the selection panel for the interview stage. PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION FORM.

JOB DETAILS

Job Ref: [ ] Post Title: [ ]
Where did you see this job advertised? [ ]
Closing Date: [ ] App No. (HR use only) [ ]

PERSONAL DETAILS

Title (Mr/Mrs/Ms/etc): [ ] Forename(s): [ ]
Surname: [ ] NI Number: [ ]
Date of Birth: [ ] Telephone (home): [ ] (mobile): [ ]
Telephone (work): [ ] Can we contact you here? Yes No Email Address: [ ]
Address: [ ] Town: [ ] Post Code: [ ]

REFERENCES (at least one should know you in a work capacity)

Name: [ ] Occupation: [ ]
Company: [ ] Address: [ ]
Town: [ ] Post Code: [ ] Telephone: [ ] Email: [ ]
Employer? Personal? Can we contact prior to interview? Yes No

Name: [ ] Occupation: [ ]
Company: [ ] Address: [ ]
Town: [ ] Post Code: [ ] Telephone: [ ] Email: [ ]
Employer? Personal? Can we contact prior to interview? Yes No

DECLARATION

PRIVACY NOTICE: At North Ayrshire Leisure Limited (K:A Leisure) we take your privacy seriously and will use your personal information out of legitimate interest to administer all Human Resource functions.

I CERTIFY THAT ALL STATEMENTS GIVEN BY ME, ON THIS FORM, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I REALISE THAT IF I AM EMPLOYED BY NORTH AYRSHIRE LEISURE AND IT IS FOUND THAT SUCH INFORMATION IS FALSE OR THAT I HAVE WITHHELD INFORMATION, I AM LIABLE TO DISMISSAL WITHOUT NOTICE. I AGREE WITH THE ABOVE PRIVACY NOTICE.

Signature: [ ] Date: [ ]

K:A Leisure is a trading name of North Ayrshire Leisure Limited

North Ayrshire Leisure is a Company Limited by Guarantee No. 202978 and a recognised Scottish Charity No. SCO29780. Registered Office: Head Office, 22 Quarry Road, Irvine KA12 0TH Tel. 01294 315120; Fax. 01294 315140; email: info@kaleisure.com; www.kaleisure.com

Job Ref:  
(as per advertisement)

App No.

## EQUAL OPPORTUNITIES POLICY

### RECRUITMENT MONITORING

In order to ensure that the Company EQUAL OPPORTUNITIES is being applied effectively throughout the Company, all job applicants are asked to provide the information requested by completing the following questionnaire.

The information obtained from monitoring will be treated in the strictest confidence and will be used to provide a statistical profile of the applicants for each job. This information **will not** be made available to any person involved in the selection process for this post.

### GENDER

Male Female Prefer not to say Please Select

### AGE

Under 18 years Under 25 years 25-40 years 41-50 years 51 years + Please Select

### MARITAL STATUS

Single Married Divorced Legally Separated Widowed  
Living with Partner Please Select

### ETHNIC ORIGIN

White Indian Chinese Bangladeshi Pakistani  
Black African Black Caribbean Other (please specify)

### DRIVING LICENCE

Do you hold a full UK Driving Licence? Yes No Please Select

### PROTECTING VULNERABLE GROUPS SCHEME

Are you currently a member of the Protecting Vulnerable Groups Scheme? Yes No Please Select

If **yes**, please detail your PVG Membership Number (16 digit number):

If **yes**, please indicate area of Scheme your PVG refers to: Work with Children Work with Adults Both Please Select

### INFORMATION IN RELATION TO YOUR APPLICATION

**REHABILITATION OF OFFENDERS ACT 1974** - The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended applies to many posts within North Ayrshire Leisure. If selected for interview you will be required to complete a subsequent criminal convictions declaration form and vetting through Disclosure Scotland. Full details on the Recruitment of Ex-Offenders are available on request.

**CANVASSING** - Canvassing of Board members or employees of North Ayrshire Leisure, directly or indirectly, in connection with any appointment under North Ayrshire Leisure shall disqualify the applicant.

**JOB SHARING** - Job Sharing is the voluntary sharing, by two persons, of all the duties of an established full-time post. Job Sharing is open to current and prospective employees. It is not necessary to have an identified partner. Full details of the Job Sharing Scheme are available on request.

**POST INTERVIEW COUNSELLING** - Candidates who have been unsuccessful at interview may request feedback from the chairperson of the interviewing panel. External candidates will normally be given feedback by telephone. Internal candidates will normally be given feedback via an informal meeting.

**TIMESCALE** - We will be in contact with you no later than 20 working days after the detailed closing date of the post however, if you have not heard from us within that period, unfortunately you have been unsuccessful on this occasion.

**COMPLAINTS PROCEDURE** - For candidates who have been unfairly treated, the Company has a procedure to deal specifically with complaints. Complaints must be addressed to the Chief Executive in the first instance, who will then nominate an Officer to carry out an independent investigation. Financial compensation will not be considered. Complaints will be dealt with in the strictest confidence.

K:A Leisure is a trading name of North Ayrshire Leisure Limited

North Ayrshire Leisure is a Company Limited by Guarantee No. 202978 and a recognised Scottish Charity No. SCO29780.  
Registered Office: Head Office, 22 Quarry Road, Irvine KA12 0TH  
Tel. 01294 315120; Fax. 01294 315140; email: info@kaleisure.com; [www.kaleisure.com](http://www.kaleisure.com)

Job Ref:  
(as per advertisement)

App No.

## EDUCATION, QUALIFICATIONS & TRAINING

### SCHOOL EDUCATION

School Attended:  From:  To:

School Attended:  From:  To:

Subject	Level	Grade	Date Obtained
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### FURTHER/HIGHER EDUCATION

College/University	Qualifications	Date Awarded
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### TRAINING

Course Details	Date Attended
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

K:A Leisure is a trading name of North Ayrshire Leisure Limited

North Ayrshire Leisure is a Company Limited by Guarantee No. 202978 and a recognised Scottish Charity No. SCO29780.  
Registered Office: Head Office, 22 Quarry Road, Irvine KA12 0TH  
Tel. 01294 315120; Fax. 01294 315140; email: info@kaleisure.com; [www.kaleisure.com](http://www.kaleisure.com)

Job Ref:  
(as per advertisement)

App No.

## EMPLOYMENT DETAILS

### CURRENT EMPLOYMENT

Name and Address of Employer

Employed Since:

Present Salary:

Notice required:

Position Held and Responsibilities

Reason for seeking new employment

### PREVIOUS EMPLOYMENT

Date (from/until)	Name and Address of Employer	Position	Reason for Leaving
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you currently employed by North Ayrshire Leisure?    Yes    No    Please Select

Have you previously been employed by North Ayrshire Leisure?    Yes    No    Please Select

If Yes ...

Date From:

To:

Post Held:

K:A Leisure is a trading name of North Ayrshire Leisure Limited

North Ayrshire Leisure is a Company Limited by Guarantee No. 202978 and a recognised Scottish Charity No. SCO29780.  
Registered Office: Head Office, 22 Quarry Road, Irvine KA12 0TH  
Tel. 01294 315120; Fax. 01294 315140; email: info@kaleisure.com; [www.kaleisure.com](http://www.kaleisure.com)

Job Ref:  
(as per advertisement)

App No.

## INFORMATION IN SUPPORT OF YOUR APPLICATION

Please supply information, including any activities, experience, skills and training (inside and outside work), which will support your application for this post. Please continue on next page, or attach one additional A4 page if required. CV's will **NOT** be accepted.

K:A Leisure is a trading name of North Ayrshire Leisure Limited

North Ayrshire Leisure is a Company Limited by Guarantee No. 202978 and a recognised Scottish Charity No. SCO29780.  
Registered Office: Head Office, 22 Quarry Road, Irvine KA12 0TH  
Tel. 01294 315120; Fax. 01294 315140; email: [info@kaleisure.com](mailto:info@kaleisure.com); [www.kaleisure.com](http://www.kaleisure.com)

Job Ref:  
(as per advertisement)

App No.

## INFORMATION IN SUPPORT OF YOUR APPLICATION (continued)



| leisure

Please **Email** your completed application form to: [recruitment@kaleisure.com](mailto:recruitment@kaleisure.com)

OR, Post to:

Human Resources, North Ayrshire Leisure, Head Office, 22 Quarry Road, Irvine KA12 0TH

K:A Leisure is a trading name of North Ayrshire Leisure Limited

North Ayrshire Leisure is a Company Limited by Guarantee No. 202978 and a recognised Scottish Charity No. SCO29780.  
Registered Office: Head Office, 22 Quarry Road, Irvine KA12 0TH  
Tel. 01294 315120; Fax. 01294 315140; email: [info@kaleisure.com](mailto:info@kaleisure.com); [www.kaleisure.com](http://www.kaleisure.com)