

January 2011

THE KILORAN TRUST

APPLICATION FORM

PLEASE TYPE OR PRINT CLEARLY IN **BLACK INK**.

Please read the **person specification** carefully before completing this form. It contains a list of requirements necessary for the post. To be considered for an interview you must demonstrate your ability to meet **these specification** by giving us an account of your skills and your knowledge and experience relevant to the post. Try not to repeat yourself by using just one area of your experience to cover more than one requirement. Draw upon your past and present jobs or interests and/or hobbies: you may discover you have a broader range of skills than you think.

Application forms should be filled in as completely and as clearly as possible so that we can consider all candidates on an equal basis.

Kiloran does not accept a CV in lieu of this completed application form.

When completed please return this form addressed to:-

**Mrs Noreen McIlvenna,
The Kiloran Trust,
157, Blythe Road, London W14 0HL**

marking top of the envelope "Application Form".

The Closing Date for Applications:- Thursday 3rd February 2011

The Interview Date:- Wednesday 16th February 2011

PERSONAL DETAILS

APPLICATION FOR THE POST OF _____

DATE RETURNED: _____

FULL NAME _____

ADDRESS _____

_____ Postcode _____

TELEPHONE Home _____ Work _____

Email _____ Fax _____

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EDUCATION & QUALIFICATIONS

Particulars of secondary and higher education and professional qualifications (eg. social work, nursing, care, or counselling) and/or training (including short courses) you think are **relevant to the post**.

From	To	School, college, university	Full/Part Time	Subjects	Qualification
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PLEASE GIVE DETAILS OF YOUR EMPLOYMENT HISTORY STARTING WITH YOUR CURRENT OR MOST RECENT JOB AND WORKING BACKWARDS

DATES From – To	EMPLOYER Name & address	POSITION/ JOB TITLE	MAIN DUTIES/RESPONSIBILITIES (include reason for leaving and salary)
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DATES From-To	EMPLOYER Name & address	POSITION/ JOB TITLE	MAIN DUTIES/RESPONSIBILITIES (include reason for leaving and salary)
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PLEASE GIVE DETAILS OF ANY VOLUNTARY WORK

DATES ORGANISATION POSITION DUTIES FULL/ PART TIME

FURTHER INFORMATION

Please describe your **skills, qualities and experience in relation to the enclosed Person Specification and Job Description.**

Please use a further sheet of paper if you require more space.

MEDICAL DETAILS

Please tell us about any current or recent health problems in the last 5 years and any periods of sick leave lasting longer than two weeks at a time.

REFERENCES

Please give the names of two people who will act as referees for you:-
one of whom should be your current or most recent employer.
The second person should have known you more than 2 years, and not a personal friend.

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Have you any objection to your present employer being contacted at this stage – YES/NO

1. Name _____

Address _____

Telephone number _____

Position
held/Occupation _____

How long have you been known to the referee and in what capacity?

2. Name _____

Address _____

Telephone number _____

Position
held/Occupation _____

How long have you been known to the referee _____

AVAILABILITY

What notice is required on leaving your present employment?

Where did you see this advertisement?

DECLARATION

Would you be willing to under take a Criminal Records Disclosure?

Have you ever been found guilty of an offence?

If the answer is YES, please give details on a separate sheet of paper.

**I CONFIRM TO THE BEST OF MY KNOWLEDGE THE INFORMATION GIVEN IN ALL
SECTIONS OF THIS APPLICATION FORM IS TRUE AND CORRECT**

Signed _____ Date _____ -