

# KIPPIE LODGE, SPORTS AND COUNTRY CLUB

## PERSONAL INFORMATION

(CONFIDENTIAL)

PAGE 1

Position Title:

### 1. Personal Details

Name:  
(including Maiden if applicable)

Address:

Post Code:

Contact Details: (Please tick preferred contact detail)

Email Address:

Telephone:  Home:

Business:

Mobile:

### 2. General

Do you hold a current Driving Licence? Yes / No

Have you a car you can use for work? Yes/No

Is it a Full / Provisional / LGV / PCV Licence?

Do you hold a National Pool Lifeguard Qualification (NPLQ) \*Yes/No Date Achieved:

Do you have a First Aid Qualification? \*Yes/No Date Achieved:

Do you an Elementary Food Hygiene Qualification? \*Yes/No Date Achieved:

Do you have Child Protection Training? \*Yes/No Date Achieved:

Please indicate two people who can provide references – both references should preferably be your present or most recent employers:

\*References will not be accepted from relatives or from people writing solely in the capacity of friends.

Name:

Name:

Address:

Address:

Tel. No.:

Tel. No.:

Email:

Email:

Occupation:

Occupation:

I \*give/do not give permission to take up my references prior to an offer of employment being made.

I \*give/do not give permission to take up my references prior to an offer of employment being made.

(\*Delete clearly as appropriate).

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Please continue on a separate sheet if necessary, giving page number and title heading.

Please return your completed application form to the

**HR Manager**

Kippie Lodge Sports & Country Club  
North Deeside Road, Milltimber, Aberdeen, AB13 0AB

Main Switchboard **01224 734747**

Email h.sutherland@kippielodge.co.uk



**PERSONAL INFORMATION** Continued  
(CONFIDENTIAL)  
PAGE 2

**3. Employment History**

Please continue on a separate sheet if required. If there are any gaps in employment, please include a statement stating why.

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.

Employer Name and Address	Dates Employed – From and To	Job Title and Job Description

**PERSONAL INFORMATION** Continued  
(CONFIDENTIAL)  
PAGE 3



**4. Educational, Technical and Professional Qualification**

Please give details of academic or vocational qualifications relevant to the post.

Type of Qualification	Training Provider	Date Achieved

Please give details of any Regulatory Body you are registered with and the date registered.

Regulatory Body Name	Dates Registered – From & To	Registration Number

Please give a statement of personal qualities and experiences that make you suitable to the post.

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**PERSONAL INFORMATION** Continued  
 (CONFIDENTIAL)  
 PAGE 4



**5. Personal Statements**

Are you on the Disqualified from Working with Children List established under the Protection of Children (Scotland) Act 2003?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you on any equivalent list in another UK jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you subject to sanctions imposed by regulatory body e.g., SSSC?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any convictions or cautions? If yes, please provide details in sealed envelope marked " <b>Confidential</b> ".	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? If yes, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a medical history that may affect your ability to perform tasks related to the job? If yes, please give details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are successful in your application, would you require a work permit prior to taking up employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If selected I am aware an interview will be carried out?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have current PVG?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any family or close relationships to any existing Kippie Lodge employees? If yes, please give details:	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Data Protection Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment.

The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your pay slip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with the Data Protection Commissioner.

**6. Declaration**

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature:

Date: