



Form to request kite-marking of an RCP-approved job description

Please complete all fields

Submit a new form for each
additional job description

RCP job description (JD) reference number

This is the reference number sent to you by the
RCP at the time of approval (mandatory).

The JD is attached in the required
Word format.

There is an **allocated space** in
the JD to add the kite-mark.

Please indicate where you want the logo to be
inserted in accordance with the following criteria:

- > Left-hand side (mandatory)
- > We suggest to leave a space of
around 2.5cm x 9cm

Header

Footer

Is the JD unchanged since being approved
by the RCP?

Yes

No

If **not** please state changes.

Any changes must be approved by the AACs Unit
prior to advertising.

Tick to declare (mandatory)

- > The JD content will not change after the
kite-mark is added.
- > The kite-mark will not be changed or relocated
in the document in any way (any
changes must be requested via the AACs Unit
prior to advertising the post).
- > I understand that the kite-mark use is for
this JD only and not transferrable.

Send the completed form along with the job description
to aac@rcp.ac.uk.