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|  | | | | | | adrvreck crest | | | | | | | | | | | | | | | | | | |  | | | | |
|  | | | | | | **APPLICATION FORM** | | | | | | | | | | | | | | | | | | |  | | | | |
| Please complete all sections in full and mark n/a if not applicable. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Post applied for |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Surname |  | | | | | | | | | | | | | | | First names | | | | |  | | | | | | | | |
| Address |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Post Code |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Telephone (home) |  | | | | | | | | | | | | | | Telephone (mobile) | | | | |  | | | | | | | | | |
| Email Address |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you eligible to work in the United Kingdom?  (This will need to be evidenced and checked prior to commencing employment) | | | | | | | | | | | | | | | | | | | Yes | | | |  | | | No | | |  |
| Nationality & Passport number (if resident outside UK and /or non-EU national) | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| SSSC Registration Number (Where applicable) | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| GTCS Registration Number (Where applicable) | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Please provide full details of membership of any other professional bodies | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Member of the PVG Scheme | | | | | Yes | | |  | No | | |  | If yes, please give number: | | | | |  | | | | | | | | | | | |
| *All roles at Ardvreck involving regulated work with children will require membership of the Protection of Vulnerable Groups Scheme and the receipt of an acceptable Scheme Record before work can begin. If you are not already a member of this scheme, the School will help you to make an application.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current Salary | | | | £ | | | | | | | Please indicate any allowances or additional payments separately | | | | | | £ | | | | | | | | | | | | |
| Period of notice required | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Referees** (two required) – These should normally include your present employer/Headteacher, or if newly qualified, your College Tutor. References will not be accepted from relatives or referees writing solely in the capacity of friends. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | |  | | | | | | | | | | | | | Name | | | | |  | | | | | | | | | |
| Address | |  | | | | | | | | | | | | | Address | | | | |  | | | | | | | | | |
| Tel No: | |  | | | | | | | | | | | | | Tel No: | | | | |  | | | | | | | | | |
| Job Title | |  | | | | | | | | | | | | | Job Title | | | | |  | | | | | | | | | |
| Relevance | |  | | | | | | | | | | | | | Relevance | | | | |  | | | | | | | | | |
| Email Address | |  | | | | | | | | | | | | | Email Address | | | | |  | | | | | | | | | |
| May references be obtained prior to interview? At least one reference will be required in advance of the interview process. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | YES | | | |  | | | NO | | | |  |  | | | | | | | YES | |  | | | NO |  | |

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| **Secondary Education and Qualifications -** in chronological order please, ie oldest first | | | | | | | | | | |
| Dates | | | Schools attended | | | Qualifications Obtained | | Grades Obtained | | |
| From (mth/yr) | To (mth/yr) | |
|  | | |  | | |  | |  | | |
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| **Higher/Further Education and Qualifications –** in chronological order please, ie oldest first | | | | | | | | | | |
| Dates | | | | | University/College | Qualification Obtained | | Pass/Hons/Class/Division | | |
| From (mth/yr) | | To (mth/yr) | | |
|  | |  | | |  |  | |  | | |
| Relevant Training – in chronological order please, ie oldest first | | | | | | | | | | |
| Dates | | | | | Name of Course | | F/t, P/t or Seconded? | | Qualifications/Grades Obtained | |
| From (mth/yr) | | To (mth/yr) | | |
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| **Employment Record - Current or latest employer last** *(Capitals please) insert rows as required or continue on a separate sheet.* | | | | | | |
| Dates | | | Name and Address of Employer | | Post Held, Areas of Responsibility and **Reason for Leaving** | |
| From (mth/yr) | | To (mth/yr) |
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| Please give details of any gaps in employment including dates from & to (please insert rows as required or continue on a separate sheet) | | | | | | |
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| **Co-Curricular Activities - Give details of activities which you can offer and experience/qualifications in these fields** | | | | | | |
|  | | | | | | |
| **Any other subjects which you can offer** | | | | | | |
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| **Any other information which you may consider appropriate to your application** (please insert rows as required or continue on a separate sheet) | | | | | | |
|  | | | | | | |
| **Personal statement of application explaining why you wish to be considered for this position, what particular qualities you would bring to Ardvreck School and how you meet the requirements of the Job Description and Person Specification.** (please insert rows as required or continue on a separate sheet) | | | | | | |
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| **Confirmation of Application and Notes** | | | | | | |
| 1. Canvassing of members of the School’s Governing Body will disqualify your application. 2. Applicants whose qualifications have been obtained outside Scotland will be required to register with the General Teaching Council for Scotland. 3. Completed application forms should to be emailed directly to: office@ardvreckschool.co.uk 4. All applicants should complete and return a confidential Equal Opportunities Monitoring Form and Self-Declaration Form. 5. All appointments will be subject to a satisfactory Scheme Record under the Protection of Vulnerable Groups legislation. Applicants are encouraged to provide details of their criminal record at an early stage in the application process. We ask that this information is sent under separate cover marked for the attention of the Headmistress. At interview, or in separate discussions, we undertake to ensure an open and measured discussion on the subject of any offences or other matters which might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to a position working with children could lead to withdrawal of an offer of employment and will be reported to the appropriate authorities. 6. Applicants should note that the School, in addition to requiring two satisfactory references, is required to ascertain the reasons for termination of previous employment in all cases where a candidate has worked with children; in practice, this means asking each of those employers for a brief reference. By signing your application form you are giving us your consent to do so. 7. If successful, applicants will be required to complete the School’s Medical Form. 8. Successful applicants will also be asked to exhibit Examination and Degree Certificates, and if coming from abroad, will be required to provide a Police Certificate from their country of origin vouching for their good conduct record, the cost of which will be borne by the applicant. 9. At Ardvreck, we are committed to equality of opportunity and to following practices and providing a service which is free from unfair and unlawful discrimination. We aim to ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, religion, race, colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependents, physical or mental disability, or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance. 10. The School reserves the right to appoint a candidate to the post at any stage of the selection process. | | | | | | |
| Data Protection Act 1998 – The information or data which you have supplied may be processed and held on computer and will be processed and held on your personal record if you are appointed. The data may be processed by the School for the purpose of quality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to the processing of data contained or referred to in it, including any information which may be considered to be sensitive personal data. | | | | | | |
| **Applicants with disabilities:**  If you consider yourself to have a disability, please advise us of any special requirements or arrangements that we should make to enable you to participate in an interview. | | | | | | |
| I hereby certify that the information contained in this Application Form, and in any additional papers submitted, is complete and correct to the best of my knowledge.  I have not been disqualified from working with children, I am not named on List 99 and I am not subject to any sanctions imposed by a regulatory body, such as the General Teaching Council Scotland, or the Scottish Social Services Council. | | | | | | |
| Signature |  | | | Date | |  |
| When submitting this Application Form electronically, entering your name in the signature box will be taken  to confirm your acceptance of these conditions and the authenticity of the information contained herein. | | | | | | |
| **This application form should be completed and e-mailed to** [**office@ardvreckschool.co.uk**](mailto:office@ardvreckschool.co.uk) | | | | | | |