

10 Stafford Street ● Helensburgh ● G84 9JX ● Scotland

**APPLICATION FORM**

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| **Section 1: Personal details** | | |
| Role Applied for: | | |
| Title: | Surname: | Forename(s): |
| Former Name: | | Preferred Name: |
| Address: | | Date of Birth: |
| National Insurance Number: |
| E-mail Address: |
| Telephone Number(s): | | Are you currently eligible for employment in the UK?  Yes □  No □  Please provide details: |
| Current Salary: | | |
| GTCS number (if applicable): | | |
| Eligibility for GTCS Accreditation: YES/NO | | |
| Are you related to, or do you maintain a close relationship with an existing employee, volunteer, governor or trustee of the School? If so, please provide details. | | |
| Where did you hear about this vacancy? | | |

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| **Section 2: Education**  Please start with the most recent | | | | | | |
| **Name of school/college/university** | **Date From** | **Date To** | **Subject** | **Result** | **Date** | **Awarding Body** |
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| **Section 3: Other vocational qualifications, skills or training**  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. |
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| **Section 4: Interests**  Please give details of any interests, hobbies or skills that you could bring to the School. |
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| **Section 5: Current/most recent employment** | | | |
| Employer: | | Employers Address: | |
| Job Title: | | Date employment started: | Date employment ended: |
| Brief description of responsibilities: | | | |
| Current salary/salary on leaving: | Do you/did you receive any employee benefits? If so, please provide details: | | |
| Reason for seeking other employment: | | | |
| Please state when you would be available to take up employment if offered: | | | |

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| **Section 6: Previous Employment** | | | |
| Employer: | | Employers Address: | |
| Job Title: | | Date employment started: | Date employment ended: |
| Brief description of responsibilities: | | | |
| Salary on leaving: | Did you receive any employee benefits? If so, please provide details: | | |
| Reason for leaving: | | | |

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| **Previous Employment** | | | |
| Employer: | | Employers Address: | |
| Job Title: | | Date employment started: | Date employment ended: |
| Brief description of responsibilities: | | | |
| Salary on leaving: | Did you receive any employee benefits? If so, please provide details: | | |
| Reason for leaving: | | | |

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| **Previous Employment** | | | |
| Employer: | | Employers Address: | |
| Job Title: | | Date employment started: | Date employment ended: |
| Brief description of responsibilities: | | | |
| Salary on leaving: | Did you receive any employee benefits? If so, please provide details: | | |
| Reason for leaving: | | | |

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| **Previous Employment** | | | |
| Employer: | | Employers Address: | |
| Job Title: | | Date employment started: | Date employment ended: |
| Brief description of responsibilities: | | | |
| Salary on leaving: | Did you receive any employee benefits? If so, please provide details: | | |
| Reason for leaving: | | | |

Add all previous employment.

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| **Section 7: Suitability**  Please give your reasons for applying for this post and say why you believe you are suitable for the position. |
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| **Section 8: Sensitive information** | | |
| The School is an equal opportunities employer and welcomes applications regardless of race, colour, nationality, ethnic or national origins, sex, age, marital or civil partnership status, disability, sexual orientation, religious beliefs or practices.  The purpose of the following questions is to ensure that the School complies with its obligations under the Disability Discrimination Act 1995 (as amended) ("the Act"). For the purposes of the Act a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.  Are there any special arrangements you may require to attend an interview? **No** □  If yes, please give details:  In accordance with the guidance published by the DfE, any offer of employment made by the School will be conditional upon the School’s verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire, the responses to which will be assessed by the School's Medical Officer before any offer of employment is confirmed. There may be circumstances in which it will be necessary for the School's Medical Officer to seek access to your medical records and/or for you to be referred to a specialist clinician. | | |
| **Section 9: Ethnicity** | | |
| This School has adopted the practice of ethnic monitoring of all applicants for any post within the School, under the [Race Relations (Amendment) Act 2000](http://www.standards.dfes.gov.uk/ethnicminorities/raising_achievement/763611/). You are invited to tick the box which most appropriately describes your ethnic origin. This information is requested to enable us to check that we are complying with our equal opportunities policy and does not form part of the selection procedure. Completing this form is voluntary.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | I do not wish to disclose | □ |  | White: British | □ | | African | □ |  | White: Irish | □ | | Caribbean | □ |  | Any other White background | □ | | Any other Black background | □ |  | Mixed White and Caribbean | □ | | Asian: Bangladeshi | □ |  | Mixed White and Black African | □ | | Asian: Indian | □ |  | Mixed White and Asian | □ | | Asian: Pakistani | □ |  | Any other Mixed background | □ | | Any other Asian background | □ |  | Any other Ethnic Group | □ | | Chinese | □ |  |  |  | | | |
| **Section 10: Criminal records** | | |
| It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. An offer of employment is conditional upon the School’s receiving an Enhanced PVG check which the School considers to be satisfactory. Please see the School’s Safer Recruitment and Safeguarding and Child Protection Policy for further details.  The School is exempt from the Rehabilitation of Offenders Act 1974, and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure (a copy of which is available from the School on request). If you are shortlisted, you will be asked to complete a self-declaration of your criminal record and/or any information that would make you unsuitable to work with children. | | |
| **Section 11: References**  Please supply the names and contact details of two people whom we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references for all shortlisted candidates before interview. | | |
| **Referee 1** | **Referee 2** | **Referee 3** |
| Name:  Organisation:  Address:  Occupation:  Telephone number:  Email:  May we contact prior to interview? | Name:  Organisation:  Address:  Occupation:  Telephone number:  Email:  May we contact prior to interview? | Name:  Organisation:  Address:  Occupation:  Telephone number:  Email:  May we contact prior to interview? |
| **Section 12: Recruitment** | | |
| It is the School's policy to employ the best-qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Recruitment Policy is enclosed with this Application Form. Please take the time to read it. If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be destroyed after six months. | | |

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| **Section 13: Declaration** | | | |
| (if you are submitting your application electronically then this form may be signed at the time of interview).   * I declare that the information given in this form is complete and accurate. * I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. * I understand these details will be held in confidence by the School, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. * I undertake to notify the School immediately of any changes to the above details. * I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. * I consent to the School making direct contact with all previous employers with whom I have worked with children or vulnerable adults in order to verify my reason for leaving that position. * I consent to the School completing an online check of my GTCS registration.   Given the nature of the job for which I have applied, I understand that any offer of employment will be subject to:   * Receipt of a satisfactory PVG Scheme Record or Scheme Record Update from Disclosure Scotland. * Receipt of 3 satisfactory references being received by the School * The School being satisfied that there is proof of the right to work in the UK   A copy of the Company’s Equal Opportunities Policy is available on request, which includes information relating to the recruitment of ex-offenders. | | | |
| **Signature:** |  | **Date:** |  |

Please return the completed application form, with your letter of application, to:

[recruitment@lomondschool.com](mailto:recruitment@lomondschool.com)