



Gordonstoun School – Employment Application Form for Teaching Staff



All information given will be treated in strictest confidence. A CV may be submitted as additional information only. Please direct your completed forms to: **The Headmaster, Gordonstoun School, Elgin, Moray, IV30 5RF**, ensuring arrival by the closing date. Failure to do so may make your application invalid. If completed by hand, please use **black ink**.

It is Gordonstoun's policy to carry out rigorous security checks on all new employees appointed to the School, as recommended by the Scottish Executive Education Department. This involves presenting names of new staff to Disclosure Scotland for an enhanced check against criminal records and other lists which contain names of those not suitable for close contact with young people.

Data Protection Act

In accordance with the Data Protection Act 1998 we will be holding information on you in connection with all matters relating to our personnel policy and administration.

Application For:	
Job Title	
Start Date	
Where did you see this position advertised?	
Personal Details	
Surname:	Title:
Forename(s) in full:	
Any other names you have been known by:	
Surname:	
Forename(s):	
Permanent Address:	Address for correspondence (if different):
Postcode:	Postcode:
Daytime Tel No:	Daytime Tel No:
Evening Tel No:	Evening Tel No:
Mobile No:	Mobile No:
Email address (this is the School's preferred means of contact):	
Are you a citizen of a European Union Country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently eligible to work in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there conditions attached (e.g time limits)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details:	
To comply with UK Visa and Immigration (UKVI) requirements all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take copies of an appropriate official document as set out in the UKVI guidelines. Do not send anything now, further information will be sent to you should you be selected to attend for interview.	
Overseas police checks or certificates of good conduct will be required for successful applicants that have resided or worked overseas.	
Do you hold a current valid driving licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is your licence:	<input type="checkbox"/> Full <input type="checkbox"/> Provisional

If Full, does this include Category D1?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have your own transport?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any connection with Gordonstoun? <i>If Yes, please give details:</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a member of the PVG (Protecting Vulnerable Groups) Scheme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ALL GAPS IN EMPLOYMENT MUST BE ACCOUNTED FOR		
Current or most recent position		
Employer's Name and Address		Nature of Education Establishment
Dates		Position held, duties and responsibilities
From	To	
Salary:	Period of notice required:	
Any other additional information regarding this employment <i>(please continue on page 7, if necessary)</i>		
Reasons for wishing to leave/leaving this post <i>(please continue on page 7, if necessary)</i>		

Employment history *(please list most recent first and account for any gaps in employment)*

Employer's Name and Address		Nature of Education Establishment						
<table border="1"> <tr> <th colspan="2">Dates</th> </tr> <tr> <th>From</th> <th>To</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>		Dates		From	To			Position held, duties and responsibilities
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Employment history *(continued)*

Employer's Name and Address		Nature of Education Establishment
Dates		Position held, duties and responsibilities
From	To	
Any other additional information regarding this employment <i>(please continue on page 7, if necessary)</i>		
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Higher Education *(please list in chronological order, most recent first)*

Name of Establishment	Dates		Qualifications gained	Date
	From	To		

Secondary Education *(please list in chronological order, most recent first)*

Name of Establishment	Dates		Qualifications gained	Date
	From	To		

Please note that evidence of qualifications will need to be produced if an appointment is made.

Skills/Interests *(please include any other relevant skills and personal interest/hobbies)*

(Please continue on page 7, if necessary)

Any Additional Information

Referees

Please give the names and addresses of two referees – one should be from your current/most recent employer or, if you have been in education, from your College tutor. If you do not work with children, a reference will be required from your most recent employment involving work with children. References will not be accepted from relatives or those writing solely in the capacity of friends. We may request references prior to interview. Please indicate below whether or not you consent to your referees being contacted at this stage. If you are invited to attend an interview, please bring two forms of identification with you, one of which must be photographic.

Name:	Position:
Address:	Tel No:
	Email Address:
	I consent to you contacting this referee at this stage: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name:	Position:
Address:	Tel No:
	Email Address:
	I consent to you contacting this referee at this stage: <input type="checkbox"/> Yes <input type="checkbox"/> No

Referring to the job description and person specification please include a letter of application, stating why you believe your qualifications and experience fulfil the requirements of this post and any other information in support of your application.

Special Facilities

If you have a disability, would you require any special facilities if invited to attend an interview? If so, please provide details of the special facilities you will require.

Yes No

Declaration

The submission of this document electronically constitutes an official application for employment. If I submit this application electronically and I am subsequently invited to interview, I understand that I will be asked to provide a formal signature on this document. I consent to the school making direct contact with all previous employers where I have worked with children to verify my reason for leaving that position.

The statements made by me in this application and on any additional sheets are true to the best of my knowledge and belief. I am aware that if I am employed and it is found that such information is false, or that I have withheld information, I may be liable to dismissal.

Signature:

Print Name:

Date: