



Gordonstoun School – Employment Application Form

All information given will be treated in strictest confidence. A CV may be submitted as additional information only. Please return your completed forms to: recruitment@gordonstoun.org.uk, 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.

General Data Protection Regulations:

Please read our job applicant privacy notice which can be found under the employment section of the school's website

Application For:	
Job Title	
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 (<i>if different</i>):
Postcode:	Postcode:
Daytime Tel No:	Daytime Tel No:
Evening Tel No:	Evening Tel No:
Mobile No:	Mobile No:
Email address (<i>this is the School's preferred means of contact</i>):	
Are you a citizen of a European Union Country?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently eligible to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there conditions attached (e.g time limits)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details:	
<p><i>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.</i></p>	
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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, is your licence:	Full <input type="checkbox"/> Provisional <input type="checkbox"/>
Do you have your own transport?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you have any connection with Gordonstoun? Yes

No

If Yes, please give details:

CRIMINAL CONVICTIONS & PVG

The School, as an organisation offering regulated work, will make an application to the Protection of Vulnerable Groups (PVG) Scheme on behalf of all new employees. Membership or eligibility for membership will be a condition of employment. A previous criminal conviction will not necessarily bar you from working at Gordonstoun School.

Owing to the nature and location of this role, the post is exempt from the provisions of the Rehabilitation of Offenders Act, therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act.

A PVG certificate contains all unspent and certain spent [conviction information](https://www.mygov.scot/disclosure-types). It also contains any other non-conviction information that the police or other government bodies think is relevant. (<https://www.mygov.scot/disclosure-types>)

1. Are you a member of the PVG Scheme? (This is the Protection for Vulnerable Groups Scheme).

Yes / No

2. If you are a member of the PVG Scheme, please record your membership number below:

3. Disclosure Scotland keeps a list of people unsuitable to do regulated work with children and protected adults. If Disclosure Scotland adds someone to one or both of these lists, it is known as being 'listed'. Have you been 'listed' by Disclosure Scotland or been subject to any sanctions imposed by a regulatory body?

Yes / No

4. Do you have any relevant convictions, cautions, bind-overs, final warnings, or reprimands?

Yes / No

5. Are you subject to any pending criminal convictions, pending criminal damages or Court Hearings?

Yes / No

If you have answered yes to any of the above questions 3-5, you must supply details in a sealed envelope marked "Confidential" and attach to this form. If your application is successful, this information will be checked against information from the Disclosure Scotland PVG Service.

Please tick the following statement to acknowledge your acceptance of this entitlement.

I understand and accept that Gordonstoun is entitled to approach any previous employer and request references. Additionally, I understand that where I have worked for an employer who provides services, care or education for children or vulnerable adults, they will be approached for a reference.

ALL GAPS IN EMPLOYMENT MUST BE ACCOUNTED FOR; please use a separate sheet of paper if necessary

Current or most recent position

Employer's Name and Address	Nature of Business
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Dates		Position held, duties and responsibilities
From	To	

Salary:	Period of notice required:
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Any other additional information regarding this employment *(please continue on page 8, if necessary)*

Reasons for wishing to leave/leaving this post *(please continue on page 8, if necessary)*

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

Employer's Name and Address	Nature of Business
-----------------------------	--------------------

Dates		Position held, duties and responsibilities
From	To	

Any other additional information regarding this employment *(please continue on page 8, if necessary)*

Reasons for wishing to leave/leaving this post *(please continue on page 8, if necessary)*

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Education (<i>please list in chronological order, most recent first</i>)				
Name of Establishment	Dates		Qualifications gained	Date
Schools attended from age 11	From	To		
Further Education	Dates		Qualifications gained	Date
Establishments attended	From	To		

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

Professional qualifications and Training				
Name of Establishment	Dates		Qualifications gained	Date
	From	To		
Please list any Professional Organisations that you are a member of (i.e. SSSC)				

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

Any Additional Information
<p>How do your experience, skills and training at work or in a personal/voluntary capacity relate to the post for which you have applied? Please give details of any special skills you may have and, if experienced in using Information Technology, please give details of any applications used and level of ability. Please use a continuation sheet if necessary. You may wish to include leisure interests, membership of clubs, etc. <i>(Please continue on page 8, if necessary)</i></p>

Any Additional Information

Referees	
<p>Please give the names and addresses of two referees – one should be from your current/most recent employment. It is our normal practice to request references prior to interview. Please indicate below whether or not you consent to your referees being contacted at this stage.</p>	
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

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.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration	
<p>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.</p> <p>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.</p> <p>I have read the school's Applicant Privacy Notice.</p> <p>Signature:</p> <p>Print Name: _____ Date: _____</p>	