



## Gordonstoun International Summer School Temporary Staff Employment Application Form – Senior Staff - Confidential

A CV can be submitted as additional information only. Please direct your completed forms to: **Duncan Andrews, GISS Office, Gordonstoun School, Elgin, Moray, IV30 5RF** or [andrewsd@gordonstoun.org.uk](mailto:andrewsd@gordonstoun.org.uk) ensuring arrival by the closing date. Failure to do so may make your application invalid.

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 2018 we will be holding information on you in connection with all matters relating to our personnel policy and administration.

Application For:	
Job Title	
Where did you see this position advertised?	Do you have any connection with Gordonstoun? <i>If Yes, please give details:</i>
Personal Details	
Surname:	Title:
Forename(s) in full:	Date of Birth:
Permanent Address:	Address for correspondence ( <i>if different</i> ):
Postcode:	Postcode:
Telephone No:	Telephone 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:	
<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.</i>	
<b><i>Do not send anything now, further information will be sent to you should it be required.</i></b>	
Are you currently a member of the PVG Scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes, what is your PVG Membership Number:

*An overseas police check or checks including certificates of good conduct will be required for successful applicants that have resided/worked overseas within past 5 years.*

Do you hold a current valid full driving licence? Yes  No

If yes, can you drive a minibus? Yes  No

Do you have an in-date First Aid Qualification? Yes  No

*Only tick 'yes' if you have the in-date qualification and are happy to be named as a First Aider during GISS. Please provide the name of the organisation the qualification is with (we will then ask you to provide a copy of the qualification in due course).*

**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	From	To
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Position held, duties and responsibilities

**Employment history** *(most recent first)*

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

Reasons for wishing to leave/leaving this post

Employer's Name and Address		Nature of Business	
Dates	From	To	
Position held, duties and responsibilities			
Reasons for wishing to leave/leaving this post			

<b>Relevant Education, Qualifications &amp; Training</b> <i>(please list all education, qualifications &amp; training relevant to the role applying for)</i>				
Name of Establishment	Dates		Qualifications gained	Date
	From	To		

<b>Please list any Professional Organisations that you are a member of (i.e. SSSC, GTCS)</b>			

### Any Additional Information

How does 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. You may wish to include leisure interests, membership of clubs, etc.

### Referees

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. **The offer of employment will be conditional upon the receipt of employment references that are satisfactory to the school.**

Referee Full Name:	Organisation & Position held:
Address:	Tel No:
	Email Address:

Referee Full Name:	Organisation & Position held:
Address:	Tel No:
	Email Address:

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 here:	<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 consent to my contact information, if successful in my application being given to my Head of Department and for that person to contact me.</p>	
Signature:	
Print Name:	Date: