

APPLICATION FORM – TEACHING STAFF

The purpose of this form is to provide Strathallan School with a standardised set of information for all candidates. **If you submit a CV, this application form will still be required.**

Please complete all parts of this form. If you would like assistance in completing this form, please contact the School, who will be pleased to help you. Please continue on extra sheets if necessary.

Post applied for:	
Where did you see the advertisement?	

SECTION 1. PERSONAL DETAILS

Surname (block capitals)	Title (Mr, Mrs, Ms, Miss, Dr etc)
Former Surnames (if applicable)	Forename(s) Please underline the name by which you are known
Address (inc post code)	Telephone Numbers
	Day:
	Mobile:
	E-mail:
Please state if you are related to any existing employees or Governors of Strathallan School:	
Please confirm your current Job Title and your current Employer/School:	

SECTION 2. EDUCATION

Give details of secondary schools, colleges and universities attended with subjects, dates, results and qualifications obtained (provide predicted grades if not yet awarded).

Date From mm/yy	Date To mm/yy	School / College / University	Qualifications

SECTION 3. PROFESSIONAL / OTHER QUALIFICATIONS & TRAINING

Give details of any relevant qualifications with dates and qualification obtained

Are you registered with the General Teaching for Scotland Yes or No – if yes please give your GTCS number: _____

Qualification	Awarding Body	Date Awarded	Renewal Date

TRAINING UNDERTAKEN: (please list courses that are relevant to this position)

Course title	Organising body	Dates

SECTION 4. CURRENT EMPLOYMENT

Name and address of present / most recent employer:	
If not Education, please confirm the sector and nature of your employer's business:	
Job Title:	Date of appointment:
Present salary:	Notice period:
Other benefits:	
Main duties & responsibilities:	
Subjects taught:	

SECTION 5. PREVIOUS EMPLOYMENT

Please list all previous full time and part time work since leaving full time education, including any periods of self-employment, starting with the most recent first.

Date From mm/yy	Date To mm/yy	Name & address of employer	Position held and brief details of duties	Reason for leaving

SECTION 6. GAPS IN EMPLOYMENT

If there are any gaps in your employment history since leaving school, please provide more information here. This could include, for example, periods of travel.

Dates	Reason for Gap

SECTION 7. TIME SPENT LIVING OVERSEAS

If you have lived outside of the UK for more than 12 months in the last 10 years please provide details.

Dates	Countries	Reason (e.g. forces posting)

SECTION 8. EXTRA CURRICULAR QUALIFICATIONS / EXPERIENCE

Do you have an additional skill or are you competent in a sport/activity that you would be willing to share with the pupils of the School in terms of tutoring/coaching? (Strathallan expects staff to contribute to the co-curricular life of the School wherever possible):

Activity or Sport	Levels coached with dates	Qualifications

SECTION 9. ADDITIONAL INFORMATION

Do you hold a current driving licence?	
Do you have any current endorsements? <i>(please detail)</i>	
What class of vehicle are you licensed to drive?	
Would you be prepared to drive a school mini-bus, for pupil-related activity?	
Do you speak or read a foreign Language? (Strathallan attracts up to 20% of its pupils from overseas so an additional language can be beneficial)	
Please rate your IT skills choosing from novice/basic/intermediate/advanced:	
Have you ever had disciplinary action taken against you by an employer? If yes, please provide details:	
Have you ever been the subject of grievance procedures? If yes, please provide details:	
If you may require any reasonable adjustments during the selection process due to a disability please indicate here what the School can do to support you?	
Do you have close relationship with any pupil at the School? If so, please provide details:	

SECTION 10. REFERENCES

Please give details of two referees.

Referee 1		Referee 2	
Name		Name	
Job Title		Job Title	
Address		Address	
Telephone No.		Telephone No.	
Email		Email	
Your connection with the above person		Your connection with the above person	
May we contact this person before an interview?	Yes / No	May we contact this person before an interview?	Yes / No

SECTION 11. REASON FOR APPLICATION

Please comment on why you are applying for the role.

Please comment on why you would be suited for the role you are applying for.

SECTION 12. 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 Strathallan 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. 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
6. Have you ever been the subject of any abuse investigation or enquiry into abuse or inappropriate behaviour?	Yes / No
If you have answered yes to any of the above questions 3-6, 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 Strathallan 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.

SECTION 13. RIGHT TO WORK IN THE UK

Do you have the right to work in the UK?	Yes / No
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SECTION 14. DECLARATION

I certify that to the best of my knowledge and belief, the information given in this application (and any accompanying documentation) is factually correct and I understand if I have given any false information or withheld relevant details that my application may be rejected or in the event of employment, may result in summary dismissal or disciplinary action.	
Signed _____	Date _____

Thank you for completing this form. We will consider all the information you have provided us carefully and will then select applicants that we wish to interview.

If we do ask to interview you, we will require you to bring the following:

1. Proof of identity (e.g.: passport, photo driving licence)
2. Proof of address (e.g.: utility bill, Council Tax bill)
3. Original certificates for all the qualifications listed here including your GTCS number or PGDE/PGCE.

We would also like to see the following if you have them:

4. Your original birth certificate
5. Your driving licence
6. PVG certificate (if you have one)
7. GTCS Registration