



Strathallan School
Forgandenny
Perthshire PH2 9EG
Tel: 01738 812504 Fax: 01738 813296
E-mail: recruitment@strathallan.co.uk
Website: www.strathallan.co.uk

EMPLOYMENT APPLICATION FORM

The information supplied on this Application Form will be treated confidentially and will be used only in the recruitment and selection process and will form the basis of the personnel record for the successful applicant

*Strathallan School is an Equal Opportunities Employer and operates a **No Smoking Policy***

Position Applied for:

Date of Application:

Available for interview (please tick all that apply):

Mon
 Tue
 Wed
 Thu
 Fri

Morning
 Afternoon

Title: **Mr** **Miss** **Mrs** **Ms** **Other:**

Full Name:

Main Contact Address	Correspondence Address (if different)
Telephone:	
Mobile:	
Email:	
Date of Birth (Optional):	In order to ensure compliance with the National Minimum Wage Act 1998 it would be helpful if you would complete this optional section. In accordance with the Employment Equality (Age) Regulations 2006 we will not discriminate on grounds of age in recruitment and selection, therefore disclosure of your date of birth will not affect your application
How did you hear of this vacancy?	



Current Employment					
From	To	Employer's Name & Address/Tel No	Position Held & Duties	Rate of Pay	Reason for Leaving

Notice Period Required:

Previous Employment					
From	To	Employer's Name & Address/Tel No	Position Held & Duties	Rate of Pay	Reason for Leaving

Please continue on a separate sheet if necessary. **Due to the Employer being a School with the requirement to follow safe recruitment guidelines, a full employment history is required. Any gaps in employment must be declared and reasons given.**

History of Education			
From	To	School/College/University	Qualifications Gained

Please note down membership of any professional organisation:



General Information

Have you previously applied to Strathallan School for employment? Yes No

If so, please give details:

Do you have a current driving licence? Yes No
Full or provisional? Provisional Full

Please state if you have any endorsements Yes No

Number of penalty points:

Please give details of existing holiday, or other, commitments during the next twelve months:

For Non-European Community Nationals

Do you have a current work permit? Yes No

If "Yes", please state: Type:
Number:
Date of Expiry:

How long do you intend to stay in Scotland?

European Union (New Member States) Applicants

Have you previously worked in the UK? Yes No

If "Yes" please state for how long and what your job title was?

Have you registered under the Worker Registration Scheme? Yes No

Do you have a National Insurance Number? Yes No

If "Yes" please note the number here:

Additional Information

Are you facing criminal prosecution? Yes No

Have you received a conviction in the last 5 years? Yes No

Have you been convicted of any criminal offence(s) which is not yet spent under the Rehabilitation of Offenders Act 1974? Yes No



Other Information

Do you have any interests or hobbies?

References: *(Please provide two employment referees one of which should be your current or most recent employer)*

Ref. No 1
Name:

Address:

Tel No:
E-Mail:

Position:

Ref. No 2
Name:

Address:

Tel No:
E-Mail:

Position:

Note: It is Strathallan School's policy to take up references once an applicant has accepted an offer of employment. Should you wish to be informed prior to a particular referee being contacted at that stage, please answer below

Ref. No 1 : Yes No

Ref. No 2 : Yes No

Strathallan School is committed to safeguarding and promoting the welfare of all the children under its care. Any previous employer may be approached for a reference if it is deemed appropriate in terms of the protection of children.

I confirm that the information given on this Application Form is, to the best of my knowledge, true and complete. I understand that any false or misleading statement may be sufficient cause for rejection, or if employed, will result in the termination of my employment.

I understand that the information contained in this Application Form may be used in conjunction with Strathallan School's employment health screen questionnaire and that all such information will be used and retained in accordance with the Data Protection Act 1998

Signed: Date

.....

Name:

Data Protection

The personal details contained in this Application Form may be processed by Strathallan School so that details about you may be recorded and held on computer and/or in manual files. These may be disclosed to authorised employees of Strathallan School or used by Strathallan School for any reason in relation to your possible recruitment and employment.

In accordance with the Data Protection Act 1998, please state you agree to such processing of your personal data?

Yes No



STRATHALLAN
Opportunities for *all* to excel