



STRATHALLAN  
Opportunities for *all* to excel

## APPLICATION FORM – NON 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.

<b>Post applied for:</b>	
<b>Where did you see the advertisement?</b>	

### SECTION 1. PERSONAL DETAILS

<b>Surname</b> (block capitals)	<b>Title</b> (Mr, Mrs, Ms, Miss, Dr etc)
<b>Former Surnames</b> (if applicable)	<b>Forename(s)</b> Please underline the name by which you are known
<b>Address (inc post code)</b> <small>Click or tap here to enter text.</small>	<b>Telephone Numbers</b>
	Day: <small>Click or tap here to enter text.</small>
	Mobile: <small>Click or tap here to enter text.</small>
	E-mail: <small>Click or tap here to enter text.</small>
<b>Please state if you are related to any existing employees or Governors of Strathallan School (if Yes, please provide more information):</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	

### SECTION 2. EMPLOYMENT

CURRENT/MOST RECENT EMPLOYMENT	
<b>Job Title:</b>	<b>Name and Address of Current or Last Employer:</b>
<b>Summary of Key Responsibilities:</b>	<b>Start Date:</b>
<b>Leave Date or Length of Required Notice:</b>	<b>Current Salary:</b>

<b>Reason for Leaving or Seeking Alternative Employment:</b>	<b>May we contact this employer now for a reference? If not, please give reason:</b>
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<b>EMPLOYMENT HISTORY (please provide details of your last 4 employers working in reverse)</b>	
<b>Name and Address of Employer:</b>	
<b>Job Title:</b>	<b>Start Date:</b>
<b>Leave Date:</b>	<b>Summary of Key Responsibilities:</b>
<b>Reason for Leaving:</b>	<b>May we contact this employer now for a reference? If not, please provide a reason:</b>
<b>Name and Address of Employer:</b>	<b>Job Title:</b>
<b>Start Date:</b>	<b>Leave Date:</b>
<b>Summary of Key Responsibilities:</b>	<b>Reason for Leaving:</b>
<b>May we use this employer as an additional referee? If not please provide a reason:</b>	
<b>Name and Address of Employer:</b>	<b>Job Title:</b>
<b>Start Date:</b>	<b>Leave Date:</b>
<b>Summary of Key Responsibilities:</b>	<b>Reason for Leaving:</b>
<b>May we use this employer as an additional referee? If not please provide a reason:</b> <a href="#">Click here to enter text.</a>	
<b>Name and Address of Employer:</b> <a href="#">Click here to enter text.</a>	<b>Job Title:</b> <a href="#">Click here to enter text.</a>
<b>Start Date:</b> <a href="#">Click or tap to enter a date.</a>	<b>Leave Date:</b> <a href="#">Click or tap to enter a date.</a>
<b>Summary of Key Responsibilities:</b> <a href="#">Click here to enter text.</a>	<b>Reason for Leaving:</b> <a href="#">Click here to enter text.</a>
<b>May we use this employer as an additional referee? If not please provide a reason:</b> <a href="#">Click here to enter text.</a>	
<b>If you have any gaps in your employment history please highlight and provide the reason here:</b> <a href="#">Click here to enter text.</a>	

**NOTE:IF THIS LIST DOES NOT COVER YOUR FULL EMPLOYMENT HISTORY PLEASE INCLUDE A SEPARATE NOTE WITH YOUR APPLICATION TO LIST IT IN FULL**

### **SECTION 3. EDUCATION**

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

<b>Date From mm/yy</b>	<b>Date To mm/yy</b>	<b>School / College / University</b>	<b>Qualifications</b>
<a href="#">Click or tap to enter a date.</a>	<a href="#">Click or tap to enter a date.</a>	<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>

Click or tap to enter a date.	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.

#### SECTION 4. PROFESSIONAL QUALIFICATIONS/TRAINING

Give details of any relevant qualifications with dates and qualification obtained

Qualification	Awarding Body	Date Awarded
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.

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

Description	Organising body	Dates
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.

## SECTION 5. 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? (Strathallan expects staff to contribute to the co-curricular life of the School wherever possible):

Activity or Sport	Levels coached with dates	Qualifications
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

## SECTION 6. ADDITIONAL INFORMATION

<b>Do you hold a current driving licence?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Do you have any current endorsements?</b> <i>(please detail)</i> Click or tap here to enter text.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>What class of vehicle are you licensed to drive?</b>	Click or tap here to enter text.
<b>Would you be prepared to drive a school mini-bus, for pupil-related activity?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Do you speak or read a foreign Language?</b> (Strathallan attracts up to 20% of its pupils from overseas so an additional language can be beneficial)	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, which language and how fluent are you? Click or tap here to enter text.
<b>Please rate your IT skills choosing from novice/basic/intermediate/advanced:</b>	Novice <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>
<b>Have you ever had disciplinary action taken against you by an employer? If yes, please provide details:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Click or tap here to enter text.
<b>Have you ever been the subject of grievance procedures? If yes, please provide details:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Click or tap here to enter text.
<b>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?</b>	Click or tap here to enter text.
<b>Do you have close relationship with any pupil at the School? If so, please provide details:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Click or tap here to enter text.
<b>What are your interests/hobbies?</b>	Click or tap here to enter text.

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

Click or tap here to enter text.

**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.

<b>Dates</b>	<b>Countries</b>	<b>Reason</b>
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.

**SECTION 8. REFERENCES**

Please give details of two referees.

<b>Referee 1</b>		<b>Referee 2</b>	
NameClick or tap here to enter text.		NameClick or tap here to enter text.	
Job TitleClick or tap here to enter text.		Job TitleClick or tap here to enter text.	
AddressClick or tap here to enter text.		AddressClick or tap here to enter text.	
Telephone No.Click or tap here to enter text.		Telephone No.Click or tap here to enter text.	
EmailClick or tap here to enter text.		EmailClick or tap here to enter text.	
Your connection with the above personClick or tap here to enter text.		Your connection with the above personClick or tap here to enter text.	
May we contact this person before an interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact this person before an interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**SECTION 9. REASON FOR APPLICATION**

<p><b>Please comment on why you are applying for the role.</b></p> <p>Click or tap here to enter text.</p>
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<b>Please comment on why you would be suited for the role you are applying for.</b>
Click or tap here to enter text.

**SECTION 10. 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 <input type="checkbox"/> No <input type="checkbox"/>
2. If you are a member of the PVG Scheme, please record your membership number below: Click or tap here to enter text.	

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 <input type="checkbox"/> No <input type="checkbox"/>
4. Do you have any relevant convictions, cautions, bind-overs, final warnings, or reprimands?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Are you subject to any pending criminal convictions, pending criminal damages or Court Hearings?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Have you ever been the subject of any abuse investigation or enquiry into abuse or inappropriate behaviour?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 11. RIGHT TO WORK IN THE UK**

Do you have the right to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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#### **SECTION 12. 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.
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**X**

Candidate

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
4. We would also like to see the following if you have them:
5. Your original birth certificate
6. Your driving licence
7. PVG certificate (if you have one)