|  |  |
| --- | --- |
| Loretto School Linkfield Road Musselburgh East Lothian EH21 7RE  www.Loretto.com  **Application for employment** | Loretto logo for stationery |

### **POSITION APPLIED FOR**

|  |
| --- |
|  |

**Personal details**

|  |  |
| --- | --- |
| Title: | Name: |

|  |  |
| --- | --- |
| Address | Telephone numbers  Email address: |

**Qualifications and training**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualifications | Awarding body | Date of award | Grade of award |
|  |  |  |  |

### **Employment history**

#### Current or most recent position

|  |
| --- |
| Position and brief description of responsibilities |

|  |
| --- |
| Name and address of employer |

|  |  |
| --- | --- |
| Duration of employment  From To | Current/most recent salary  £ |

#### Previous employment

|  |  |  |  |
| --- | --- | --- | --- |
| Position and responsibilities | Name and address of employer | Duration of employment  From To | |
|  |  |  |  |

**Professional Membership**

|  |
| --- |
| *Details of membership of any professional organisations* |

**ADDITIONAL INFORMATION**

|  |
| --- |
| *Outline the skills and experiences you have gained through paid employment and other work activities and interests that are relevant to your application for this post. Please use an additional sheet of paper if necessary.* *Please refer to the job description and person specification for the post*. |

|  |
| --- |
| *Do you hold a current, clean driving licence?* |

|  |
| --- |
| *You are required to disclose* ***any*** *unspent convictions or cautions* ***and*** *any spent convictions for offences included in Schedule A1, ‘OFFENCES WHICH MUST ALWAYS BE DISCLOSED’ of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 No.2.*  *Candidates are* ***not*** *required to disclose spent convictions for offences included in Schedule B1, ‘OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES’ until such time as they are included in a higher level disclosure issued by Disclosure Scotland.”*  *These lists of offences are available on the Disclosure Scotland website or at* [*www.legislation.gov.uk*](http://www.legislation.gov.uk)*.* |

|  |
| --- |
| *When would you be available to begin working for Loretto School?* |

**References**

Please provide the details of two referees who can be approached to support your application.

|  |  |
| --- | --- |
| Referee | Referee |
| Name    Address        Telephone    email | Name    Address        Telephone    email |

DECLARATION

|  |
| --- |
| *The facts included in this application are, to the best of my knowledge, true and complete****.***    Signed…………………………………………………………… Date…………………… |