The school prefers candidates to complete this form electronically. It is available from the school’s website at [www.highschoolofglasgow.co.uk](http://www.highschoolofglasgow.co.uk) under Senior School, then Employment. Please download, complete, then email to: vacancies@hsog.co.uk

**Please provide your details in the grey text boxes supplied. The text boxes in Sections 3 – 6, & 8 will expand to your requirements.**

|  |  |
| --- | --- |
| **Position applied for:** | **Head of Classics (with Latin)** |
| **Present term of notice:** |       |
| **Please indicate any dates in mid-February/ March when you might be unavailable for interview:** |       |

1. **PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **First name(s):** |       | **Surname:** |       |
| **Title (e.g Dr, Mr, Mrs,Miss,Ms):** |       | **Any previous surname:** |       |
| **National Insurance No:** |       | **General Teaching Council for Scotland Reference No** ***(NB: a requirement for the post)*** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Post:** |       | **Current Salary:** |       |

|  |  |  |
| --- | --- | --- |
| **Current Home address:** |       | **Contact Telephone Numbers:** |
|  |       | **Day:** |       |
|  |       | **Evening:** |       |
|  |       | **Mobile:** |       |
| **Email:** |       |

1. **EMPLOYMENT AND QUALIFICATIONS**

|  |
| --- |
| **Employment History****Please give all details in reverse order, starting with the most recent first. Please give reasons for any periods not in employment or education.** |
| **Dates From/To** | **Name & Address of Employer** | **Position** | **Subjects Taught** | **Levels** | **Reason for Leaving** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

|  |
| --- |
| **Academic and Professional Qualifications****Please give details of all qualifications gained, starting with the most recent going back to Sixth Form equivalent (e.g. A Level, IB, Scottish Highers, etc.) and other relevant qualifications (such as first aid, mountain leadership, etc).** |
| **Dates** | **Qualification and Awarding Body** | **Subject** | **Attainment Level** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

|  |
| --- |
| **Educational History****Please give details of places of education, starting with the most recent going back to and including secondary education.** |
| **Dates** | **University/College/School** |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

1. **TEACHING EXPERIENCE**

**Please give details of your Secondary teaching experience, including national qualifications levels taught.**

1. **PROFESSIONAL DEVELOPMENT**

**Please give details of professional courses attended, and other relevant training opportunities.**

1. **EXTRA-CURRICULAR EXPERIENCE**

**How have you contributed to extra-curricular activities? Please identify any particular skills or experience that you possess.**

1. **PERSONAL STATEMENT**

|  |
| --- |
| **Please provide below a personal statement or letter outlining (a) your reasons for applying for this position and (b) what you consider to be your relevant strengths and experience. Please also include details of other aspects of your career which you wish to bring to our attention.** |
|       |

1. **REFERENCES**

|  |
| --- |
| **Please give details below of at least two people who can provide information that will confirm your suitability for this post. Where appropriate, one person should be your current or most recent employer; the others should be someone who has known you in a professional capacity. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are ‘time expired’ and any child protection concerns.** |

|  |
| --- |
| **Details of First Referee** |
| **Title (e.g Dr, Mr, Mrs,Miss,Ms):** |       |
| **Full Name:** |       |
| **Position:** |       |
| **School:** |       |
| **EMAIL:** |  |
| **Postal Address:** |       |
|  |       |
|  |       |
| **Telephone No:** |       |

|  |
| --- |
| **Details of Second Referee** |
| **Title (e.g Dr, Mr, Mrs,Miss,Ms):** |       |
| **Full Name:** |       |
| **Position:** |       |
| **School:** |       |
| **EMAIL:** |  |
| **Postal Address:** |       |
|  |       |
|  |       |
| **Telephone No:** |       |

1. **PROTECTING VULNERABLE GROUPS SCHEME**

|  |
| --- |
| **In order to secure the safest possible environment for children in the school's care, you are required to join the Protecting Vulnerable Groups (PVG) Scheme and your employment would be subject to you successfully becoming a member of the PVG Scheme. If you know of any reason why you may not be successful in becoming a member of the PVG Scheme you should declare it in the box below or in a covering letter. Please note that The High School of Glasgow will pay the application fee for the PVG Scheme.** |
|       |

1. **DECLARATION**

**(If you are submitting your application electronically, then this form may be signed at the time of interview.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I declare that:*** **All details provided by me as any part of this application are true and correct.**
* **I have not been disqualified from working with children.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

 *(You may insert a scan of your signature in the box above.)* |

**General Data Protection Regulations:**

**As part of any recruitment process, The High School of Glasgow collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protections Regulations (GDPR) and the Data Protection Act 2018.**

**If your application is unsuccessful, The High School of Glasgow will keep your personal data for a maximum of six months beyond the interview date unless you give specific consent for us to keep your personal data on file in case there are future employment opportunities for which you may be suited. At the end of this period, or once you withdraw your consent if earlier, your data is deleted or destroyed.**

**I consent to my application data being retained for a maximum of twelve months after interview date:**

**For further information please see the High School of Glasgow Job Application Privacy Notice and Retention Policies.**

***Additional Information:***

*We would be grateful if you could let us know how you heard about the advertised job (please ‘x’ the relevant box):*

|  |  |
| --- | --- |
| *Times Educational Supplement Scotland (TESS)* |       |
| *Scottish Council for Independent Schools (SCIS)* |       |
| *MyJobScotland* |       |
| *High School of Glasgow Website* |       |
| *Other* |       |