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**ALBYN SCHOOL**

**Application Form**

Position Applied for ……………………………………………………..………………….

IMPORTANT INFORMATION FOR CANDIDATES. All appointments at Albyn School are dependent on the receipt of two satisfactory references and the Disclosure Scotland vetting process. This process will ONLY be undertaken if we intend to make an offer of employment. By signing the agreement at the end of this form, you are giving us consent to carry out this process. We cannot accept applications from candidates who do not agree to this stipulation.

|  |  |  |
| --- | --- | --- |
| **Title**  *(please delete as applicable)*  Miss / Mrs / Ms / Mr / Dr /  Other | **Forenames** | **Surname**  **Previous Surname** (if applicable) |
| **Address**            **Postcode** | | **Telephone Numbers and E-mail**  Home  Work  Mobile  E-mail |

Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| **Education (Secondary)**  Specify Highers / Standard Grades / GCSEs (or equivalent) and grades obtained / City & Guilds / NVQ / Other certificates or diplomas | | | |
| School / College | Level and Subject | Date Obtained | Result |
|  |  |  |  |

Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications gained through Higher Education**  *(Include Bachelors Degrees, Masters Degrees, PhD etc)* | | | |
| Institution | Level and Subject | Date Obtained | Result |
|  |  |  |  |

Membership of Professional Institutions

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Qualification / Level of Membership | Date Obtained | Membership No. |
|  |  |  |  |

Record of Employment *(Since leaving full-time education - please give current or most recent employment first. Please also include periods of unemployment, with the reason)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address of Employer | Period of Employment  From To | Job Title and Salary | Brief Description of Duties | Reason For Leaving |
|  |  |  |  |  |

Additional Information

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| Why would this be the right position for you? Please include details of your key job-related skills relevant to this type of work, and give an indication of how you believe your background, experience and career ambitions will fit this role. Continue on a separate sheet if necessary. |

General

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| **Languages** *(Including degree of fluency)*  **IT and other** |
| **Leisure Interests and activities** |

Personal References

|  |  |  |  |
| --- | --- | --- | --- |
| Application for a reference may be made to any previous employer. Please give the names of **TWO** persons, **NOT** relatives to whom we may apply for professional references. | | | |
| Name | Address | Contact Details  Work Mobile  E-mail | Connection |
| Name | Address | Contact Details  Work Mobile  E-mail | Connection |

□ **Please place a tick in the box if you would prefer us not to contact your current employer before we make an offer of employment.**

Miscellaneous

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| Section 8 of the Asylum and Immigration Act 1996 requires all employers in the United Kingdom to make basic document checks on every person they intend to employ. To comply with this legislation, **all** potential employees are required to provide original documents as detailed in Lists 1 or 2 under Section 8 as proof of legal entitlement to work in the United Kingdom before commencing employment. (For example you will need to show your passport, or birth certificate and proof of National Insurance number)  Nationality:  Do you require a permit or certification to work in the United Kingdom? Yes □ No □  If Yes, please give details  Do you have a driving licence? Yes □ No □  Where did you see this post advertised?  Have you ever applied to Albyn School before?  If so, please state the position you applied for and the date of application  If you have previously been employed by Albyn School,  please give the dates of this employment  Do you have any relations who are currently employed by Albyn School? If so, please provide their name and work location |

Statement

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| --- |
| I certify that all the information on this form is true and accurate and I declare that I have no unexpired convictions for criminal offences excluding motoring offences.  I understand that, as part of the recruitment process, I may be asked to make a subject access request in the form of a “PVG check” in accordance with the Data Protection Act. I acknowledge that this will give details of any unspent criminal convictions recorded by the Criminal Records Bureau. I understand that this will be requested if my application is short listed.  I authorise Albyn School either itself or through its appointed agent, to verify the information contained in this application form, subject to the Data Protection Act 1998. I understand that if I accept an offer of employment and any of the above information is found to be incorrect or any material facts have been omitted, my employment may be terminated forthwith without notice or pay in lieu of notice.  Signed Date |

OFFICIAL USE ONLY

Candidate ref number

Proceed with application *ease continue to complete the*