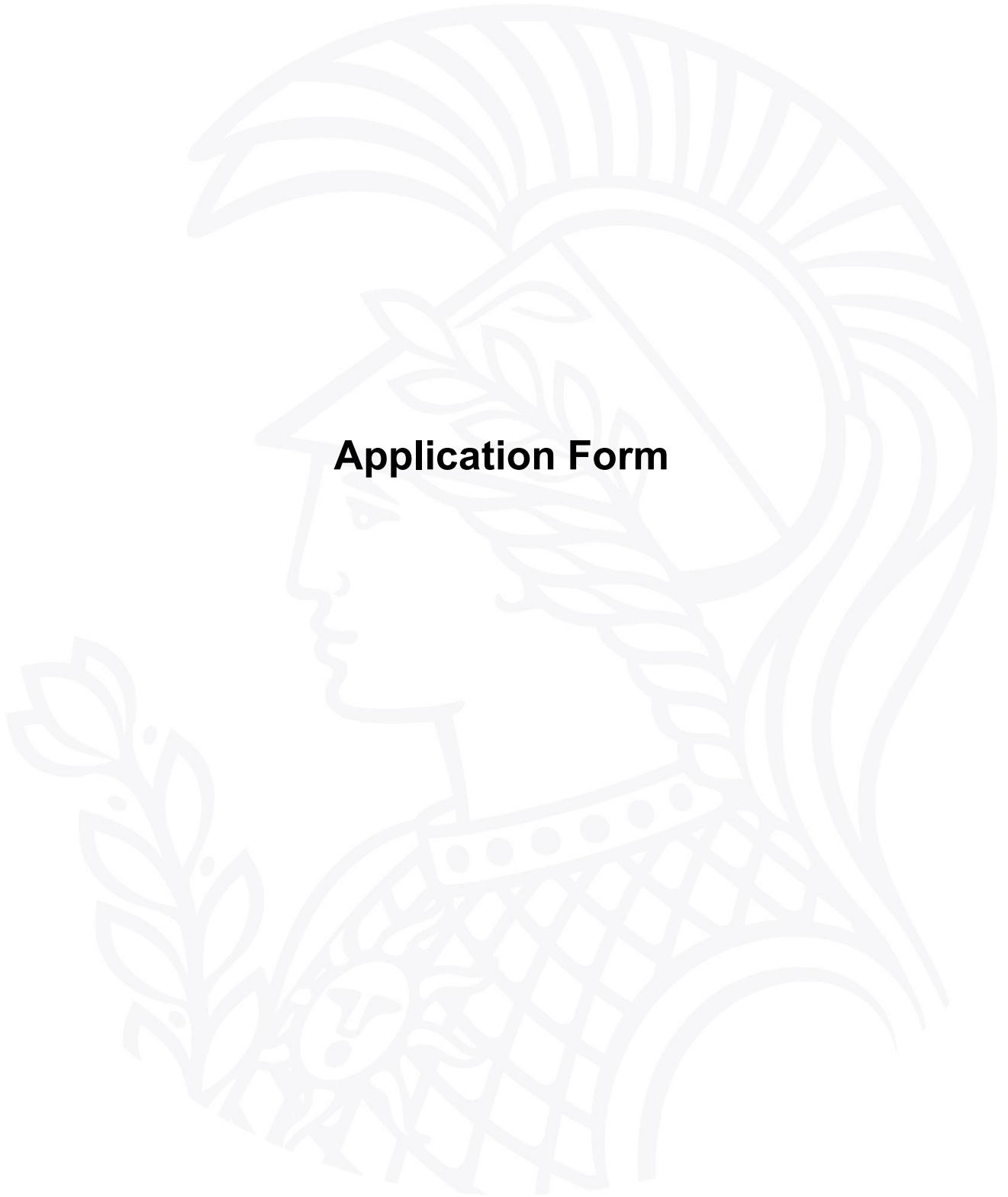




**KELVINSIDE
ACADEMY** 1878

Application Form



Position applied for: Closing date

Section 1 – Personal details			
Surname:		Forename and initials:	
Home Address:		GTC Registration No:	
		National Insurance No:	
Postcode:		Mobile Telephone No:	
Email Address:		Home Telephone No:	
<p>Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of Kelvinside Academy? If so, please provide details.</p>			
<p>GDPR Statement:</p> <p><i>The following principles, as set out in our Privacy Notice, will apply in connection with the processing of personal information by us:</i></p> <ul style="list-style-type: none"> • <i>Fairly and lawfully processed;</i> • <i>Processed for a lawful purpose;</i> • <i>Adequate, relevant and not excessive;</i> • <i>Accurate and up to date;</i> • <i>Not kept for longer than necessary;</i> • <i>Processed in accordance with the data subject's rights;</i> • <i>Secure;</i> • <i>Not transferred to other parties without adequate protection.</i> 			

Section 3 – Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Section 4 – Employment

Current employer:

Current/most recent employer's address:

Current/most recent job title:

Date started:

Brief description of responsibilities:

Date employment ended (if applicable):

Current salary/salary on leaving:

Do you/did you receive any employee benefits? If so, please provide details of these.

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:

Section 5 – Previous employment and/or activities since leaving secondary education

Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and/or duties	Reason for leaving

Section 6 – Curriculum Development

Please give details of activities in which you have been involved to develop the curriculum at class and whole school level, if applicable.

Section 7 – Resource Organisation

In what ways have you made effective use of resources in the classroom?

Section 8 – Relationships with Pupils

Please give examples of any steps you have taken to improve the interest and motivation of pupils.

Section 9 – Interests

Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra-curricular activity.

Section 10 – Supporting Statement

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post.

Section 11 – Health

The School is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the School complies with its obligations under the Disability Discrimination Act 1995 (“the Act”). For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities.

Do you consider yourself to be disabled? Yes/No

If you wish please give further details here:

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.....
.....

Are there any special arrangements you might require to attend an interview? Yes/No

If yes, please give details here

.....
.....
.....

If offered the position applied for, (on the basis of the job description provided) are there any arrangements or adjustments that the School would need to make to enable you to carry out the role? Yes/No

If yes, please give details here

.....
.....
.....

Any offer of employment made by the School will be conditional upon the School verifying the successful applicant’s medical fitness for the role. There may be circumstances when it will be necessary for the School's medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician.

Section 12 – Criminal records

An offer of employment is conditional upon the School receiving a satisfactory Disclosure from Disclosure Scotland and registration with the GTC Scotland. If you are successful in your application, you will be required to complete a Disclosure Scotland Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure Scotland (a copy of which is available from the School on request).

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School’s objective assessment procedure (a copy of which is available from the School on request).

Have you been convicted by the courts of any criminal offence? Yes/No

Is there any relevant court action pending against you? Yes/No

Have you ever received a caution, reprimand or final warning from the police? Yes/No

If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form.

Section 13 – References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:
Occupation:	Occupation:
May we contact prior to interview? Yes/No	May we contact prior to interview? Yes/No

Section 14 – Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School's Recruitment Policy is enclosed with this Application Form. Please take the time to read it.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed. However, please indicate below if you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

Would you like the School to retain your details if your application is unsuccessful?

Yes/No

Section 15 – Declaration

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Signature: Date:

Equal Opportunities Monitoring Form

Dear Applicant

To help Kelvinside Academy ensure that it's Equal Opportunities in Employment policy is being applied effectively, please provide the information requested on the following page and return it with your application form in the envelope provided. We will then keep it separate from your application and use it within recruitment for monitoring purpose only. Please complete all sections of the form as indicated.

Thank you for your cooperation.

Please type or print using black ink.

Post applied for

Surname

Forename

Gender Male

Female

Age 16-21

22-30

31-40

41-50

51-60

60+

Disability

Do you have a disability or have needs which might necessitate special arrangement or facilities?

Yes

No

If yes, I would describe my disability/needs as: Dyslexia

Multiple disabilities

Blind/ are partially sighted

Deaf/ have a hearing impairment

Autistics Spectrum Disorder

Wheelchair user/have mobility difficulties

Personal care support

An unseen disability e.g. diabetes, epilepsy, asthma

A disability not listed above: