

|  |
| --- |
| Position applied for: |
|  |

|  |
| --- |
| 1. Personal Details
 |
| First Name(s):  | Surname: |
| Address | Home Telephone Number: | Daytime Telephone Number: |
| Mobile Telephone Number: |
| E-mail address: |
| Are you a member of Disclosure Scotland’s PVG Scheme? Yes / NoIf yes, please provide your membership number: |

|  |
| --- |
| 2. EMPLOYMENT RECORD  |
| **Present or Most Recent Employer:** | Dates Employed: |
| Employer's Name and Address: | Annual Salary on leaving:  |
| Other Benefits: |
| Reason for Leaving: |
| Notice Period: |
| Position held & brief description of duties: |
| **Previous Employers:** (please list all previous employers from leaving school, most recent employer first) |
| Employer’s name and address | Position(s) held | Dates | Reason for leaving |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
| If there are any gaps in your employment or education history, please explain here: |

|  |
| --- |
| **3. EDUCATION AND TRAINING** |
| **Education:** |
| Qualification(s) gained including grade | Dates awarded | School / Colleges, Universities or Institutes of Further Education |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Details of any Membership(s) of Professional Associations/Bodies:** |
| Membership Details  | Date awarded |
|  |  |
| Education Qualification(s) currently being pursued: |
| Qualification(s) being undertaken | Expected date of completion | College/University or Institute |
|  |  |  |
| Training: (relevant work related courses) |
| Course title and subjects covered | Date and duration | Training organisation |
| Driving Licence: (Please only answer this question if driving is a requirement of the post, detailed in the person specification) |
| Do you hold a current, clean, valid driving licence? Yes / NoPlease give details if you have answered no to the above question:Do you own or have use of a car? Yes / No |

|  |
| --- |
| **4. ANY OTHER RELEVANT INFORMATION ABOUT OTHER ACTIVITIES OR INTERESTS, MEMBERSHIP OF ORGANISATIONS, OR COMMITMENTS TO PUBLIC DUTIES** |
|  |
| **5. SUPPORTING PERSONAL STATEMENT** |
| Please outline why you wish to be considered for this position, what particular qualities you would bring to The Glasgow Academy and how you meet the requirements of the Job Description and Person Specification.  |
|  |
| **6. REFERENCES** |
| *Please provide the names, addresses, telephone numbers and e-mail addresses of a current/most recent employer and other. Referees should not be someone associated with The Glasgow Academy.* |
| **CURRENT / MOST RECENT EMPLOYER** | **OTHER REFEREE** |
| Name: |  |  | Name: |
| Job Title: |  |  | Job Title: |
| Address: |  |  | Address: |
| Tel: |  |  |  | Tel: |  |
| E-mail: |  |  | E-mail: |
| May this referee be contacted if you are shortlisted? Yes / No |  |  | May this referee be contacted if you are shortlisted? Yes / No |
| All appointments at The Glasgow Academy are conditional upon receipt of a satisfactory PVG Certificate (Protection of Vulnerable Groups Scheme) and 2 suitable references. The School will process the appropriate PVG application on behalf of the employee if successfully selected for the position.  |
| **7. REHABILITATION OF OFFENDERS ACT AND DISCLOSURE SCOTLAND** |
| The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warning (including those which would normally be considered ‘spent’ under the Act) must be declared. If you have a criminal record this will not necessarily prevent you from gaining employment with The Glasgow Academy. Each case will be assessed fairly by the School’s Senior Leadership Team.  |
| Have you ever been convicted of a criminal offence or are you currently undergoing criminal investigation? 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 you have answered Yes to any of the above, you must provide details and date(s) and send in a separate enveloped letter marked ‘confidential’ for personal attention of the Chief Operating Officer.** |
| **8. ELIGIBILITY TO WORK** |
| National Insurance Number:  |
| Under the Government Points Based System employers must ensure that any prospective employee is legally entitled to live and work in the UK. **All applicants will have to provide documentary evidence, at the interview stage, in the form of either a Passport, Work Permit, Registration Card issued by the Home Office, a document demonstrating that they are a national of a European Economic Area country or Switzerland, and Birth Certificate.**  |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | Yes [ ]  | No [ ]  |
| If **Yes**, provide details: |
| Do you have a current work permit? | Yes [ ]  | No [ ]  |
| If **Yes**, which type of work permit do you have and are there conditions attached? |
| If **No**, provide details:  |
| **9. DECLARING AN INTEREST** |
| Please provide names and relationship details of anyone you are related to or have a personal relationship with at The Glasgow Academy e.g. a member of staff or any Governors or if you have any financial interest in contracts with the School or pending tenders (please note this list is not exhaustive and only contains some examples): |
| 10. **DATA PROTECTION DECLARATION** |
| Under current data protection legislation, the information you provide in this application form will only be used for the purpose of assessing your suitability for employment and whether to enter into a contract of employment with you.The School’s privacy notice for applicants is located on the School’s website. It is applicable to all applicants and by signing below you are deemed to have read and understood the School’s privacy notice.I understand the information above and hereby:1. Declare that the information provided in this application form is, to the best of my knowledge, true and complete. I understand that any false or misleading statement may be sufficient cause for rejection or, if employed, will result in the termination of my employment
2. Agree that the information I give The Glasgow Academy in connection with this application for employment may be stored and processed for the purposes as stated in the School’s privacy policy for applicants.
3. Consent for the School to undertake any checks it may deem necessary in connection with my application as detailed in the information pack provided.
4. Agree for the School to ask my previous employers questions regarding my disciplinary and capability record and give my consent for my previous employers to disclose this information.
5. Understand that canvassing of Interview panel members, directly or indirectly in connection with any appointment shall disqualify me.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Please indicate where you saw the vacancy advertised:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Please send completed applications to** **applications@tga.org.uk** **or post to Administration Assistant, The Glasgow Academy, Colebrooke Street, Glasgow G12 8HE** |