**APPLICATION FOR POST OF:**

**NOTE: Please complete and return electronically, together with a completed Head Teacher Report. Include names and contact details of two referees**, **including your current Head Teacher**

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| A |  | POSITION DETAILS | |
|  |  | Position Designation: |  |
|  |  | Location |  |

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| **B** |  | **PERSONAL DETAILS** | | |
|  |  | Surname: | | Initial(s): |
|  |  | Address: | Telephone (Home): | |
|  |  | Telephone (Mobile): | |
|  |  | Telephone (Business):  May we contact you at work? YES/NO | |
|  |  | Postcode: | GTCS Number: | |
|  |  | E-Mail address: | | |

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| **C** |  | **Degree(s) / Diploma(s) Teaching Qualifications** | **Date Awarded** | **University/College** |
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| **D** |  | IS TEACHING QUALIFICATION IN: |  |
|  |  | **If Secondary State Subject(s)** |  |

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| **E** |  | PRESENT EMPLOYER |  |

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| **F** |  | PRESENT POST (if applicable) |  |
|  |  | Name and Address of School |  |
|  |  | Date Appointed |  |
|  |  | Please outline your teaching experience – duration and stages taught. | |

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| **G** |  | **PREVIOUS EMPLOYMENT** | | | |
|  |  | Please list all previous employment details (most recent first), providing details of schools, dates in post and main duties. Any relevant non-teaching employment may be included. | | | |
|  |  | Date | |  |  |
|  |  | From | To | Name of School | Position Held |
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| **H** |  | Please outline briefly areas within the curriculum and from your own teaching where you feel you are particularly strong. |
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| **I** |  | **Please outline briefly areas within the curriculum which you have successfully developed and delivered.** |
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| **J** |  | **Please outline briefly what contributions you might make to our pupils’ experiences – beyond the normal curriculum.** |
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| **K** |  | **Please select 3 or 4 areas of personal and professional development from which you have benefited.** |
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| **L** |  | **Please outline, again briefly, your suitability for taking up this post at Fernhill School.** |
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**REFEREES**

**Please give details of two referees, both of whom must be able to comment on your work/career background. If you have not previously worked, please give references from your educational establishment. Referees may be contacted prior to interview if short-listed.**

**PERSONAL REFEREES WILL NOT BE CONSIDERED.**

|  |  |
| --- | --- |
| Name:  Occupation:  Address  Postcode:  Telephone:  e-mail: | Name:  Occupation:  Address  Postcode:  Telephone:  e-mail: |

**Have you ever been convicted of a criminal offence? YES/NO**

[Because of the nature of the work for which this application has been made, the post is exempt from the provision of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. You are therefore not entitled to withhold any information about convictions. Any information given will be kept in the strictest confidence.]

IF YOU HAVE ANSWERED YES TO THE ABOVE QUESTION, PLEASE GIVE DETAILS BELOW:

If accepted for employment it is a requirement that any offer will be conditional upon the completion of a “PVG Application” which will be sent to the Disclosure Scotland for clearance. Please sign below to acknowledge your permission for this to be implemented:

Signed: Date:

**EQUAL OPPORTUNITIES**

Fernhill School Limited upholds the terms of the Disability Discrimination Act

Do you have a disability which we need to be aware of? **YES/NO**

Fernhill School Limited has an equal opportunities policy.

# Declaration

I declare that to the best of my knowledge and belief, the information given is true and accurate and I understand that employment will be considered subject to the particulars being correct. I declare that I am both mentally and physically able to carry out the duties required by the post for which I have applied.

Signed: Date:

Your P45, if you have one, and National Insurance Number and bank details should be handed in when arriving to start work. This will ensure that there is no delay in payment of wages.

By submitting this form, you agree to:

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1. Fernhill School contacting you for recruitment purposes
2. Fernhill School storing your data in a personnel file for recruitment purposes
3. Fernhill School sharing your data with Senior Management within the school and HR and Finance Departments for recruitment purposes

If you wish to withdraw your consent at any time or for more information on how your information is used and stored please send an e-mail to [office@fernhillschoo.co.uk](mailto:office@fernhillschoo.co.uk)