K I L G R A S T O N

**Confidential Application Form**

(If completing electronically, a signed, printed copy must also be sent)

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| **Position applied for:** | | | | | | | |
| **Section 1 – Personal Details** | | | | | | | |
| Title: | Forename(s): | | | | Surname: | | |
| Former name: | | | | | Preferred name: | | |
| Address: | | | | | National Insurance Number: | | |
| Are you currently eligible for employment in the UK? | | |
| Please provide details: | | |
| Home Tel: | |  | | | | | |
| Mobile No: | |  | | | | | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of Kilgraston School? If so, please provide details. | | | | | | | |
| **Section 2 – Employment** | | | | | | | |
| Current/most recent 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 received any employee benefits? Is so please provide details: | | | |
| Reason for seeking other employment: | | | | | | | |
| Please state when you would be available to take up employment if offered: | | | | | | | |
| **Section 3 – Previous employment and/or activities since leaving secondary education.**  Please continue on a separate sheet if necessary  Begin with the most recently employment first  There should be no gaps in time and any periods of unemployment or study should be included. | | | | | | | |
| **Dates** | | | **Name and address of employer** | | **Position held and/or duties** | | **Reason for leaving** |
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| **Section 4 – Equal Opportunities and Health** | | | | | | | |
| Kilgraston 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 Equality Act 2010. For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term negative effect on a person’s ability to carry out normal day to day activities.  Within the framework of this act, should you require any reasonable adjustments to be made to the recruitment process and if you are invited for interview, please indicate in a separate letter, what these may be.  In accordance with the guidance published by the government any offer of employment made by the School will be conditional upon the School verifying the successful applicant’s medical fitness for the role, notwithstanding our duties under the Equality Act. Therefore, if your application is successful, you will be required to complete a medical questionnaire the responses to which will be assessed by the school’s medical adviser before any offer of employment is confirmed. 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 5 – Criminal records** | | | | | | | |
| An offer of employment is conditional upon you being acceptable to Disclosure Scotland as a member of the Protecting Vulnerable Groups Scheme. If you are successful in your application you will be required to complete a PVG Disclosure Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by Disclosure Scotland (https://[www.disclosurescotland.co.uk/publications/).](http://www.disclosurescotland.co.uk/publications/))  Kilgraston 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 6 – 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. None of the referees should be a relative or someone known to you solely as a friend. Please provide email addresses for your referees. | | | | | | | |
| Name:  Organisation:  Address:  Email address:  Occupation:  Telephone number:  May we contact prior to interview? | | | | | | | |
| Name:  Organisation:  Address:  Email address:  Occupation:  Telephone number:  May we contact prior to interview? | | | | | | | |
| **Section 7 – Recruitment Declaration** | | | | | | | |
| 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.  Kilgraston is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  Applicants can normally expect to be invited for an interview within three weeks of the closing date. Otherwise they may assume that, on this occasion, their application has been unsuccessful.  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 after an appropriate period of time. However, please indicate below if you would like the School to retain your details on file so that you can be contacted if we may be interested in you for a future vacancy.  Would you like the School to retain your details if your application is unsuccessful? Yes / No | | | | | | | |
| **Section 8 – Candidate 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 on List 99, 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 Kilgraston School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.  Signature ……………………………………. Date ………………..  You may email your application to recruitment@kilgraston.com A signed, printed copy must also be sent and received by the day of interview. | | | | | | | |