



Beaconhurst School

52 Kenilworth Road, Bridge of Allan, Stirling, FK9 4RR

Tel: (01786) 832146 Fax: (01786) 833415

www.beaconhurst.com

e-mail: secretary@beaconhurst.stirling.sch.uk

EMPLOYMENT APPLICATION FORM – NON-TEACHING

Application for post of:			
Personal Information			
Surname:		Forename(s):	
Title (e.g. Mr, Mrs, Miss, Ms)		Previous Surname:	
Address:		Postcode:	
N.I. Number:			
Telephone Number:		Daytime	
		Evening	
		Mobile	
E-mail:			
Are you free to remain and take up employment in the UK?		YES / NO (please delete as applicable)	
Do you hold a current driving licence? YES / NO If Yes, state type or class of licence (e.g. Car, HGV, PSV, etc):		Do you have any driving convictions or endorsements? YES / NO If Yes, state type of conviction or endorsement below:	
Where did you see this vacancy advertised?			

INFORMATION USAGE

The information provided on this form will be used for Recruitment purposes only. Access to data will be restricted to Human Resources department and School staff involved in the selection process. If appointed, application details will be placed in your personnel file.

Education and Training					
-------------------------------	--	--	--	--	--

Secondary Education					
----------------------------	--	--	--	--	--

School Attended	From year	To year	Educational Qualifications (Enter highest level attained)		
			Level	Grade	Year

Further and Higher Education					
-------------------------------------	--	--	--	--	--

University/College/Other Attended	From Year	To Year	Educational Qualifications		
			Level	Grade	Year

Membership of Professional Bodies			
--	--	--	--

Name of Professional Body/Provider	Qualification / Membership	Dates	
		From	To

Please give details of any additional qualifications, training courses attended, membership of professional bodies, etc.
--

--

Please give details of your IT skills including any packages you have used
--

--

Employment History				
Present / Most Recent Employment				
Post Held:				
Dated From:		Date To:		Notice Period Required:
Employer's Name:				Current Salary:
Employer's Address:				
	Post Code:			

Description of role and key responsibilities <i>(continue on separate sheet if necessary):</i>

Previous Employment *(continue on separate sheet if necessary)*

Dates of Employment (most recent first)		Employer's Name and Address	Job title and brief description	Reason for Leaving
From	To			

Statement of Experience

How does your experience, skills and training at work or in a personal/voluntary capacity relate to the post for which you have applied? *Please continue on a separate sheet, as required.*

References

Please give names, designations and addresses of two people who are prepared to give you a reference, at least one of which should be your current / most recent employer.

Name		Name	
Address		Address	
Designation		Designation	
Telephone		Telephone	
E-mail		E-mail	
May contact be made prior to interview?	YES/NO	May contact be made prior to interview?	YES/NO

Disability Discrimination

Do you consider yourself to have a long-term disability or health problem which may affect your ability to carry out the duties of your appointment?

YES/NO

If yes, please state the nature of the disability or problem and any relevant adjustment that you might find helpful in the work environment.

Protection of Children

The *Protection of Children (Scotland) Act 2003* places a statutory obligation on schools to safeguard and promote the welfare of children attending them. Accordingly, the Governors of Beaconhurst School require all new appointees to provide the following information.

Has the Secretary of State for Education (England and Wales) or by Court Order (Scotland) ever issued you with a personal warning or caused your name to be included on List 99 or Protection of Vulnerable Groups (Scotland) Act 2007 which names those who may not be employed in school?

YES/NO

Rehabilitation of Offenders Act, 1974

The post for which you are applying involves substantial opportunity of access to children. It is exempt from the *Rehabilitation of Offenders Act, 1974*. You are therefore required to declare any convictions, cautions or bind-overs you may have had, regardless of how long ago and even if they would otherwise be regarded as 'spent' under the Act. You are also required to declare any outstanding case(s) against you.

You should be aware that the School will institute its own checks with Disclosure Scotland, which the School will pay for. Please submit information in confidence, enclosing details in a separate sealed envelope which will be seen only by the Headmaster. Failure to declare a conviction may disqualify you from appointment or result in summary dismissal if a discrepancy comes to light.

Please tick one of the following statements which apply to you and delete the other.

- **I have nothing to declare**
- **I have enclosed information in a separate, sealed envelope**

I CERTIFY THAT ALL THE INFORMATION CONTAINED IN THIS FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I REALISE THAT FALSE INFORMATION OR OMISSIONS MAY LEAD TO SUMMARY DISMISSAL.

Signature: _____

Date: _____