



Vacancy Application Form

Please download this form to your device and save it **BEFORE** you start filling it out. If you fail to follow this procedure, your answers will not be saved.

Position Applied For:

Personal Details

Title	Surname	Forename(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Preferred Name (if applicable)	Former/Maiden Name (if applicable)
	<input type="text"/>	<input type="text"/>

Address

 Postcode

Number of years at this address: If less than 5 years, please provide all previous addresses for the past 5 years:

Address

 Postcode

Number of years at this address:

Address

 Postcode

Number of years at this address:

PLEASE COMPLETE THIS SECTION PROVIDING ADDRESSES AT WHICH YOU HAVE LIVED OVER THE LAST 5 YEARS

Contact Details

Home Telephone Number

Mobile Telephone Number

Work Telephone Number

Email Address

General

Do you have a current full UK driving licence?

YES

NO

Are you eligible for employment in the UK?

YES

NO

GTCS Registration Number **(teaching applications only)**

PVG Membership Number **(if available)**

Please provide details of any professional bodies of which you are a member:

Academic & Vocational Qualifications

Please provide details of all academic and vocational qualifications, including Higher, A Levels or equivalent:

Award/Qualification

Awarding Body

Date Obtained

Grade **(if appropriate)**

Award/Qualification	Awarding Body	Date Obtained	Grade (if appropriate)

Professional Development

Please provide details of recent Professional Development and courses

Name of Course	Provider	Date(s)	Grade (if applicable)

Outside Interests

Further Education & Career History

- Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.
- Please start with your current or most recent employer and in each case, state the reason for leaving employment.
- Please provide explanations for any periods not in employment, further education or training.

Employer/Training Establishment

Position Held

Reason For Leaving

Current Salary

Statement

Please set out in detail below a statement in support of your application.

Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them:

Special Arrangements

Please detail whether you need any special arrangements made for you, should you be called for interview:

Referees

Please provide at least two professional referees. One referee should be your current or most recent employer. By providing the information below you are consenting to us using this information.

REFEREE 1

Title, Name and Surname

Address

Position

Telephone Number

Email Address

REFEREE 2

Title, Name and Surname

Address

Position

Telephone Number

Email Address

Data Protection Statement

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process, and will be shared only with those members of staff involved.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties. We may also use or pass to third parties information to prevent or detect crime, for regulatory purposes or in other ways as permitted by law. If I am not successful in my application, I understand that my application will be retained for 6 months. As the data subject you have the right to access the information we hold on you. If you wish to access this right please contact the School's Data Protection Officer (dp@wellingtonschool.org).

Tick the box below to acknowledge your understanding of, and agreement with, the Data Protection Statement above.

I have read, understood and agree with the Data Protection Statement

YES

NO

Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar [as appropriate]. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar [as appropriate] for advice.

Please note that this job will require the postholder to have satisfactory membership of the Protection of Vulnerable Groups (PVG) Scheme, which is administered by Disclosure Scotland.

Failure to declare any convictions may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

I have nothing to declare

I here enclose a confidential statement

Any person appointed to a teaching position at Wellington School is required to be registered with the General Teaching Council for Scotland (GTCS)

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature

Date

Submitting Your Application

Please mark your application for the attention of The Headmaster or The Bursar as per the instructions given on the Job Specification document.. Please return your completed application form to:

POST Wellington School (Ayr) Ltd
Carleton Turrets
1 Craigweil Road
Ayr, KA7 2XH

EMAIL vacancies@wellingtonschool.org