



# Gordonstoun School - Employment Application Form

All information given will be treated in strictest confidence. A CV may be submitted as additional information only. It is essential that you insert a valid advertisement reference on the job application form and monitoring form and direct your completed forms to the appropriate person, using the correct postage to ensure arrival by the closing date. Failure to do so may make your application invalid. If completed by hand, please use black ink.

FOR OFFICIAL USE ONLY	
Applicant No.	
Received	
Acknowledged	

It is Gordonstoun's policy to carry out rigorous security checks on all new employees appointed to the School, as recommended by the Scottish Executive Education Department. This involves presenting names of new staff to Disclosure Scotland for an enhanced check against criminal records and other lists which contain names of those not suitable for close contact with young people.

**Data Protection Act**  
In accordance with the Data Protection Act 1998 we will be holding information on you in connection with all matters relating to our personnel policy and administration.

Application For:	
Job title:	Advertisement reference:
Where did you see this position advertised?	

Personal Details	
Surname:	Title:
Forenames (in full):	
Permanent address:	Address for correspondence (if different):
Postcode:	Postcode:
Daytime Tel. no:	Daytime Tel. no:
Evening Tel. no:	Evening Tel. no:
Mobile no:	Dates this address is applicable:
Email:	
National Insurance no:	
Do you hold a current valid driving licence? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, is your licence: <input type="checkbox"/> Full <input type="checkbox"/> Provisional <input type="checkbox"/> HGV <input type="checkbox"/> PCV	
Do you have your own transport? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any connection with Gordonstoun School? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please give full details:	

## Current Or Most Recent Career History/Work Experience

Employer's name and address		Nature of business	
Dates		Position held, work performed and nature of responsibilities	
From	To		
Salary:		Period of Notice required:	
Any other additional information regarding this employment: <i>(Please continue on page 7, if necessary)</i>			
Reason for wishing to leave/leaving post: <i>(Please continue on page 7, if necessary)</i>			
Number of days off sick during most recent employment:			

**Previous Career History/Work Experience** *(Please list most recent first)*

Employer's name and address		Nature of business				
<table border="1"> <tr> <th colspan="2">Dates</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </table>		Dates		From	To	Position held, work performed and nature of responsibilities
Dates						
From	To					
<table border="1"> <tr> <td> </td> <td> </td> </tr> </table>						
Any other additional information regarding this employment:						
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Dates						
From	To					
<table border="1"> <tr> <td> </td> <td> </td> </tr> </table>						
Any other additional information regarding this employment:						

**Previous Career History/Work Experience (Continued)**

Employer's name and address		Nature of business				
<table border="1"> <tr> <th colspan="2">Dates</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </table>		Dates		From	To	Position held, work performed and nature of responsibilities
Dates						
From	To					
<table border="1"> <tr> <td> </td> <td> </td> </tr> </table>						
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Dates						
From	To					
<table border="1"> <tr> <td> </td> <td> </td> </tr> </table>						
Any other additional information regarding this employment:						

Education			
Schools attended from age 11	Dates		Examinations Passed
	From	To	
Further Education establishments attended	Dates		Qualifications gained
	From	To	

*Please note that evidence of qualifications will need to be produced at interview*

## Professional Qualifications and Training

Please list any Professional Qualifications:

Please list any Professional Organisations that you are a member of:

## Other Information

How do your experience, skills and training at work, or in a personal/voluntary capacity relate to the post for which you have applied? Please give details of any special skills you may have and, if experienced in using Information Technology, please give details of any applications used and level of ability. Please use a continuation sheet if necessary. You may wish to include leisure interests, membership of clubs, etc.  
*(Please continue on page 7, if necessary)*

**Any Additional Information**

## Referees

Please give the names and addresses of two referees – one should be from your current/most recent employment/educational establishment. It is our normal practice to request references prior to interview. Please indicate below whether or not you consent to your referees being contacted at this stage.

Name:	Position:
Address:	Tel No:
	eMail:
	I consent to you contacting this referee at this stage: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name:	Position:
Address:	Tel No:
	eMail:
	I consent to you contacting this referee at this stage: <input type="checkbox"/> Yes <input type="checkbox"/> No

## Special Facilities

If you have a disability, would you require any special facilities if invited to attend an interview?  Yes     No  
If so, please provide details of the special facilities you will require.

## Declaration

The submission of this document electronically constitutes an official application for employment. If I submit this application electronically and I am subsequently invited to interview, I understand that I will be asked to provide a formal signature on this document

The statements made by me in this application and on any additional sheets are true to the best of my knowledge and belief. I am aware that if I am employed and it is found that such information is false, or that I have withheld information, I may be liable to dismissal.

Signature:

Print Name:

Date:



# Gordonstoun School - Employment Application Form

## Equality Monitoring

This Equality Monitoring Data Capture Form will not be seen by the recruiting panel. If you are posting your application, please detach and submit this form in a separate envelope marked 'Monitoring Form'.

**Equality Monitoring**

Recruitment Policy:

Gordonstoun School is committed to promoting equality in all its employment practices. We seek to employ a workforce which reflects our diverse community and value the contribution of each individual, regardless of sex, age, marital status, disabilities, sexuality, race, colour, religion, ethnic or national origin. All applications will be treated on their merits. This form will be treated in the strictest confidence and will not in any way influence the recruitment process.

Thank you for your co-operation.

**Position Applied For And Personal Details**

Job title:	Advertisement reference no:
Date of birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Are you an existing employee of Gordonstoun School?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, do you consider this vacancy to be a promotion opportunity?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Disability**

Are you disabled? If so, please provide details below.  Yes  No

Details of disability

*Continued*

## Race And Cultural Origin

Which group do you most identify with? Please tick only ONE box in Column A (national identity) and ONE box in Column B (ethnic background). (The options are listed alphabetically.)

Column A	Column B
British or Mixed British: <input type="checkbox"/> English: <input type="checkbox"/> Irish: <input type="checkbox"/> Scottish: <input type="checkbox"/> Welsh: <input type="checkbox"/> Or any other: <input type="checkbox"/>	<b>Asian</b> Bangladeshi: <input type="checkbox"/> Indian: <input type="checkbox"/> Pakistani: <input type="checkbox"/> Any other Asian background: <input type="checkbox"/> <b>Black</b> African: <input type="checkbox"/> Caribbean: <input type="checkbox"/> Any other Black background: <input type="checkbox"/> <b>Chinese</b> Any Chinese background: <input type="checkbox"/> <b>Mixed ethnic background</b> Asian and White: <input type="checkbox"/> Black African and White: <input type="checkbox"/> Black Caribbean and White: <input type="checkbox"/> Any other Mixed ethnic background: <input type="checkbox"/> <b>White</b> Any White background: <input type="checkbox"/> <b>Any other ethnic background</b> Any other ethnic background: <input type="checkbox"/>