



Jordanhill School

45 Chamberlain Road, Jordanhill, Glasgow, G13 1SP

Email: info@jordanhill.glasgow.sch.uk

Telephone: 0141 576 2500

FORM OF APPLICATION FOR THE POST OF:

Please complete this form in type or black ink.

SURNAME:

INITIALS:

PRESENT ADDRESS:

POSTCODE:

TELEPHONE NUMBER:

MOBILE NUMBER:

EMAIL ADDRESS:

NATIONAL INSURANCE NUMBER:

Office Use Only

Date Application Received:

Interview: Yes / No

Accepted: Yes / No

References received: Yes / No

Present Employment

Designation:

Present Salary:

Employer:

Date Started:

Address:

Period of Notice in Present Post:

Telephone Number:

Details of Duties in Present Employment:

Details of all previous relevant experience.

Employer(s)	Dates	Designation	Description of Duties



School Education

Dates	School	Subjects	Year	Results

Further Relevant Qualifications

Dates	Qualification Gained

Memberships

Organisation	Membership Level	Member Since	Course Name	Qualification and Date Gained

Further information

With particular reference to the job description and person specification please give a brief description of your skills, qualities and competencies and how you are best suited to this post.

Referees

References should be obtained from two people, one of which must be your present/most recent employer. Please indicate here the names of your referees. We will not contact your referees without your permission.

Referee 1

Full Name:
Address:
Email Address:
Telephone Number:
Job Title:
Organisation:
Relationship to Applicant:

Referee 2

Full Name:
Address:
Email Address:
Telephone Number:
Job Title:
Organisation:
Relationship to Applicant:

Additional Information

Are you eligible to work in the UK?

If you are identified as the preferred candidate you will be required to produce evidence to support this.

Are you barred or under consideration for listing from regulated work with children?

If you answered **Yes** to this you are not eligible to be considered for this vacancy. If you continue with your application it will automatically be removed at the end of the process

Are you currently a PVG Scheme Member?

If No and you are identified as the preferred candidate for this vacancy you will be required to apply for a PVG Scheme Membership.

Health

Depending on the nature of the post you are applying for and duties associated with it, you may or may not be required to undertake a medical check.

Are you aware of any medical condition that could affect your performance at work?

If you answered '**Yes**' above, please supply brief details below:

Disability

Jordanhill School welcomes applications from applicants who assess themselves as having a disability.

The Equality Act (2010) defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person's ability to carry out normal day to day activities. Do you consider this definition applies to you?

The Disability Confident Scheme means you are guaranteed an interview should you meet the essential criteria for the post. Do you wish to be considered for interview under the Disability Confident Scheme?

If called to interview and you have any specific access requirements, please give details below:

Equal Opportunities

Jordanhill School is committed to improving the diversity of its workforce to reflect the community we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. Jordanhill School is committed to ensuring that fair practices are adhered to throughout the recruitment process.

The School's **Equal Opportunities Monitoring Form** is located [here](#). Please complete this form to support us in advancing our Equality Policy. The information will not be passed to the selection panel. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.

Data Protection

By using this application form, you consent to the processing by Jordanhill School of the information provided, including any information qualifying as personal data under the General Data Protection Regulation and other relevant Data Protection legislation. For full information on Jordanhill School's Data Protection and Privacy Policies can be found [here](#).

Declaration

I hereby declare that the particulars which I have given are true to the best of my knowledge. Please type your full name in the box below.

Signature:

Date:

This form when completed should be returned either by post or email to:

Address: Mrs Pauline Cameron, HR Officer, Jordanhill School, 45 Chamberlain Road, GLASGOW, G13 1SP
Email: recruitment@jordanhill.glasgow.sch.uk