



# *Jordanhill School*

*45 Chamberlain Road, Jordanhill Glasgow, G13 1SP*

*[www.jordanhill.glasgow.sch.uk](http://www.jordanhill.glasgow.sch.uk)*

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*E-Mail: [recruitment@jordanhill.glasgow.sch.uk](mailto:recruitment@jordanhill.glasgow.sch.uk)*

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## Promoted Post Application Form

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1. Surname:

Initials:

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2. Present Address:

Tel. Home:

Work:

Mobile:

Home E-mail:

Work E-mail:

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3. National Insurance No:

GTC / Superannuation No:

Provisional / Full

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4. Present Post:  
(Designation)

Temporary/  
Permanent

Present Establishment:

Part-Time/  
Full-Time

Employment Authority:

Present Salary:

Period of Notice:

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5. Academic Qualifications

Dates	University or College Attended	Degree or Diploma (State Class of Honours Degree)

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6. Professional Training

Dates	College of Education or University	Certificate or Diploma (including subjects)

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7. Teaching Experience (In chronological order, and including present post)

Dates	School	Position	Subject(s) Taught

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In the following sections use your experiences in your present post(s) and recent other post(s) to outline your suitability for this position. (Applicants may produce their own word-processed version or resize an electronic copy to suit their needs, but the same headings must be used. Please be aware that overly lengthy applications are likely to be penalised.)

**Management and Leadership**

Give two or three examples of how you have shown leadership/management skills and worked as an effective member of a team.

**Implementing Change**

In what ways have you contributed to the development of the curriculum or other aspects of your school(s)?

**Communication**

Give one or more examples of how you have shown yourself to be an effective communicator.

**Continuing Professional Development**

Please describe any major personal and professional development activities which you have undertaken during the last 5 years and indicate how you and/or your school have benefited.

**Other Information**

Please give any other information you consider relevant to your application.

**Suitability for this Post**

Please summarise why you consider yourself suitable for this post and indicate the main contributions you feel you could make to the school.

**8. Right to Work in the UK**

Jordanhill School has a legal obligation to ensure that any successful application is legally entitled to work in the UK.

Are you eligible to work in the United Kingdom?

**9. Protection of Vulnerable Groups (PVG)**

Are you currently a PVG Scheme Member?

If invited for interview you will be required to bring your original PVG Membership Certificate.

If **No** and you are identified as the preferred candidate for this vacancy you will be required to apply for a PVG Scheme Membership. Preferred candidates will be required to undergo a satisfactory PVG Scheme update check prior to a formal offer of employment being made by Jordanhill School.

Do you have any relevant convictions or pending criminal proceedings against you?

Please give details of any relevant convictions or pending criminal proceedings below:

Relevant convictions or pending criminal proceedings:

**10. 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:

## 11. 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.

## 12. 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](#).

## 13. Declaration

I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice if I am employed.

I give permission for my referees to be contacted.  
Please type your full name in the box below.

Signature:

Date:

If you are a teacher in post, you should ask your Head Teacher to complete a report on you and send this to Jordanhill School. If you are unable to do this, please supply the name of a referee or recent employer who can complete the report form.

Applicants may attach additional relevant information or one testimonial to this form. Curriculum Vitae should **not** be submitted.