



**BELHAVEN HILL SCHOOL
TEACHING APPOINTMENT
APPLICATION FORM**

NAME:	DATE:
POST APPLIED FOR:	

PERSONAL DETAILS (block capitals please)			
Preferred Title (e.g. Dr, Mr, Mrs, Ms etc)		Surname	
First Name(s)		E mail address	
Home Address		Present Address (if different)	
Postcode		Postcode	
Telephone (Home)	STD code	(Work)	STD code
DfES no:	Mobile No.		

CURRENT EMPLOYMENT (if you are not employed as a teacher please give details as appropriate)		
Name of Establishment	Employer	
Type of School	Number on Roll	Age range
Post Held / title	Date Appointed	
Total Annual Salary	Full/Part-Time (if P/T show fraction of Full-Time, e.g. $\frac{1}{2}$, $\frac{3}{5}$)	
Grade / TLR / Allowance	UPS position (if applicable)	
In current post, subject(s) taught and to what level?	Pastoral roles in current post:	

PREVIOUS EMPLOYMENT DETAILS

Please list in chronological order. For part-time employment the fraction of full-time should be shown (e.g. 1/2, 3/5) or the average hours per week for hourly paid appointments. For colleagues in the first five years of teaching, please identify teacher training placements clearly.

a. IN EDUCATION (“Supply” teaching appointments need not be listed individually)

Employer and Establishment	Post(s) , grade and subject(s) taught	Type of School	Number on Roll	Age Range	F/T or P/T	From		To	
						M	Y	M	Y

b. OUTSIDE EDUCATION

Employer	Post, salary and role	Full/Part Time	From			To		
			D	M	Y	D	M	Y

HIGHER EDUCATION AND TEACHER TRAINING

Establishment(s)	Dates		FT / PT	Qualification Awarded			
	From	To		Degree	Class	Division	Date of Award
Degree(s)							
				Age range for which trained			
PGCE / GTP etc (please specify)				Subject(s) covered on the teacher training course:			
Subject(s) offered for teaching at Belhaven Hill School							

SECONDARY SCHOOL EDUCATION		
Establishment(s)	From	To
Examinations (please give details of 'A' levels, 'AS' levels, IB or equivalent i.e. Subject, Date, Result/Grade)		

OTHER QUALIFICATIONS OBTAINED		
Course and Organising Body	Date	Qualification

EXTRA CURRICULAR PROVISION What extra curricular provision have you offered? (Please give details).						
Details of clubs, trips, events, teams etc	Frequency (eg weekly, annually etc)	Participants (nos, age range, gender)	From		To	
			M	Y	M	Y
What extra curricular provision would you offer at Belhaven Hill School?						

IN-SERVICE TRAINING and CPD	Please give details relevant to this post within the last three years.	Date
Current priorities for future professional development:		

PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18 (please give details)	From		To	
	M	Y	M	Y

Interests or hobbies outside of Education

REFERENCES Please give the name, address and job title of two professional referees who may be approached now. (If you are currently employed as a teacher, one referee should be your present Headteacher).		
1	Name	Job Title
	Address	Telephone No.
		E mail address
2	Name	Job Title
	Address	Telephone No.
		E mail address
If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.		

CRIMINAL CONVICTIONS

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.

Please answer the following questions:

Have you ever been convicted of a criminal offence or are you currently undergoing criminal investigation? **YES / NO**

Is there any relevant court action pending against you? **YES / NO**

Have you ever received a caution, reprimand or final warning from the Police? **YES / NO**

If you have answered 'YES' to any of the above, you must provide details and dates. This should be sent in a separate envelope marked 'Confidential' and addressed to the Headmaster.

You should be aware that the School will institute its own checks with PVG Disclosure Scotland. Failure to declare a conviction may disqualify you from appointment or result in summary dismissal if a discrepancy comes to light.

If you have a criminal record this will not necessarily prevent you from gaining employment with Belhaven Hill School. Each case will be assessed fairly by the School's Senior Management Team.

Please note that an application will not be considered further if the candidate declines to complete the Criminal Convictions Section.

General Teaching Council, Scotland (GTCS) If you are successful in this application, you will be required to be registered with the GTCS before your employment commences.

Health If you are successful in this application, your appointment to this post will be subject to medical clearance.

From what source did you learn of this vacancy?

Under the terms of the General Data Protection Regulation (EU 2016/679), the information you provide in this application form will only be used for the purpose of assessing your suitability for employment and whether to enter into a contract of employment with you.

I understand the information above and hereby:

1. Declare that the information provided in this application form is, to the best of my knowledge, true and complete. I understand that any false or misleading statement may be sufficient cause for rejection or, if employed, will result in the termination of my employment.
2. Consent for the School to undertake any checks it may deem necessary in connection with my application.

Signed: _____ Date: _____

LETTER OF APPLICATION - You are asked to submit a separate, hand-written letter of application to the Headmaster, indicating how your values, previous or current responsibilities and/or experience are particularly relevant to this post and indicating what you might offer to Belhaven Hill School.