



**APPLICATION FOR APPOINTMENT TO THE POST OF:**

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In order to provide the school with a standardised set of information, please complete all parts of the form. Should you wish to submit a CV, please note that this application form will still be required.

**Personal Details**

<b>Surname:</b>		<b>Forenames:</b>	
<b>Title:</b> Mr / Mrs / Ms / Miss / Other.....			
<b>Address (including postcode):</b>			
<b>Do you require a permit to work in the UK?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>If 'Yes' please state permit number</b> .....	
<b>Telephone (Home):</b>		<b>Telephone (Day):</b>	
<b>Mobile Phone No:</b>		<b>Email:</b>	
<b>Please state if you are related to any existing employees or Governors of Morrison's Academy. If yes, please provide additional information. Yes <input type="checkbox"/> No <input type="checkbox"/></b>			
<b>How did you learn of this vacancy?</b>			
<input type="checkbox"/> S1 Jobs <input type="checkbox"/> Social Media <input type="checkbox"/> TES Online <input type="checkbox"/> School Website			
<b>Other</b> (Please specify) .....			

**Registration Details** (Teaching posts only)

<b>Scottish GTC No:</b>
<b>Other Current Teaching Registrations:</b>



**Education** *(Please continue on a separate sheet if required)*

<b>Dates From</b>	<b>Dates To</b>	<b>School / College / University</b>	<b>Qualifications</b>

**Professional Learning undertaken in last two years** *(Please continue on a separate sheet if required)*

<b>Dates</b>	<b>Course / Training</b>	<b>Organising Body</b>



**Employment History** *(Please state current or most recent employment first and continue on a separate sheet if required )*

<b>Name and Address of Employer:</b>	
<b>Job Title:</b>	<b>Dates of employment start and end:</b>
<b>Summary of Key Responsibilities:</b>	
<b>Salary</b>	<b>Reason for leaving:</b>

<b>Name and Address of Employer:</b>	
<b>Job Title:</b>	<b>Dates of employment start and end:</b>
<b>Summary of Key Responsibilities:</b>	
<b>Salary</b>	<b>Reason for leaving:</b>



<b>Name and Address of Employer:</b>	
<b>Job Title:</b>	<b>Dates of employment start and end:</b>
<b>Summary of Key Responsibilities:</b>	
<b>Salary</b>	<b>Reason for leaving:</b>

**Supporting Statement** ( *maximum 800 words* )



**References** *(Please provide 2 employment referees one of which should be your current or most recent employer)*

Reference. No. 1	Reference. No. 2
Name: Position: Organisation: E-mail address: Tel No:	Name: Position: Organisation: E-mail address: Tel No:

It is our policy to take up references of all shortlisted candidates prior to interview. Should you not wish a particular referee to be contacted at that stage, please identify by Ref. No. and state your reason below:

Ref. No(s).....Reason.....  
 .....

**Criminal Record Check**

I confirm that I have no objection to Morrison's Academy seeking, through Disclosure Scotland, details of any criminal judgments against me. I list below any proceedings against me which may be pending and I accept that confirmation of any offer of employment shall be dependent upon receipt of the necessary clearance.

.....  
 .....

Signed: ..... Date: .....

Morrison's Academy complies with the General Data Protection Regulation (GDPR) and will treat all personal information with the utmost confidentiality and in line with current data protection legislation. The information provided will be for the purposes of assessing applicants' suitability for employment, voluntary positions, and other relevant purposes. The School undertakes to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. Should your application be unsuccessful, we will retain your application and interview notes for a maximum of six months, in the event that a suitable position arises within the School.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available on our school website.



**Declaration**

I confirm that the information given on 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, summary dismissal. I hereby give my authority for Morrison's Academy to contact my own doctor for any further details of my state of health as may be required and also understand that any offer of employment may be subject to a satisfactory medical examination.

Signed: ..... Date: .....