



JOB APPLICATION FORM

Thank you for applying to work with us. For clarity and to meet with Scottish Office regulations – most notably the Children (Scotland) Act 1995 – we have assembled some of our initial questions into this standard application form. We would appreciate copies of your certificates/diplomas where appropriate. If you have any queries concerning the form, please feel free to contact reception at school.reception@drumduan.org.

SECTION 1 – THE JOB VACANCY	
What vacancy are you applying for?	
When would you be able to start working with us?	
Where did you hear about the vacancy?	
SECTION 2 – PERSONAL DETAILS	
Full Name including title (Mr, Mrs, etc)	
Address	
Phone	
Best time to call	
Email	
Nationality	
Are you eligible to work in the UK? (yes/no)	
Please give the date of your last Enhanced DBS check (England) or PVG (Scotland) if you have one.	
SECTION 3 – EDUCATION & TRAINING DETAILS	

Please give details of any previous employment including part-time and voluntary posts below. Please also ensure that your CV contains a *complete* employment history, outlining the roles and responsibilities in each position held.

Employer	Position/Role	From	To	Reason for Leaving

SECTION 5 – SKILLS SPECIFIC TO POSITION APPLIED FOR

<p>Please state how you believe your skills and experience apply to the job applied for and meet the profile for this position.</p> <p>Include any other relevant skills or interest you have which are relevant.</p>	
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<p>If you are applying for a Teaching Role, have you ever been registered with GTCE or GTCS?</p> <p>(General Teaching Council England or General Teaching Council Scotland)</p>	
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SECTION 6 - MORE ABOUT YOURSELF

<p>Is there anything that you would like us to know about you that you have not mentioned so far?</p> <p>This might include details of your interest in Steiner/Waldorf education, any interests or special skills you have, or you may like to tell us about a particularly relevant part of your biography.</p> <p>Write as much or as little as you like.</p>	
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SECTION 7 - REFEREES

We need the details of two referees. **At least one referee needs to be from your current or last employer.** References will be checked before any candidate is formally offered a position.

Referee 1 Full Name	
Referee 1 Telephone Number	
Referee 1 Email Address	
Referee 2 Full Name	
Referee 2 Telephone Number	
Referee 2 Email Address	

SECTION 8 – DECLARATION

Please read the declaration below, sign and date the below.

“I understand an offer of any appointment will be subject to the information given on this form being correct as well as successful application for membership of the PVG scheme with Disclosure Scotland.

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. I declare that I am medically fit to take this position.”

Signature	
Date	

Thank you for taking the time to complete this form. Please return it to us before the closing date.

We will let you know how your application is proceeding. In the meantime, if you have any queries about the process or any questions on this form, please feel free to contact the School on the number or e-mail below.

Telephone: 01309 676300

E-mail: school.reception@drumduan.org

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