



Dollar Academy, Dollar, FK14 7DU ~ 01259 742511

### APPLICATION FORM ~ SUPPORT STAFF

**This form must be completed for an application to be considered. It should be signed and posted to Julie Duncan, HR Manager, at the above address or emailed to [recruitment@dollaracademy.org.uk](mailto:recruitment@dollaracademy.org.uk)**

If completing by hand, please *print clearly*. If you wish to include a copy of your CV, please do so.

Post applied for	
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#### Personal Details

Title (Mr, Mrs, Miss, Ms, Dr, Other)	
Full name (Please underline the name by which you like to be known)	
Current surname and former surnames (e.g. maiden name with dates used)	
Current address (this will be used for correspondence)	
If resident at current address for fewer than five years, please provide any previous addresses during this period	
e-mail address	
Telephone: Home	
Telephone: Work	
Telephone: Mobile	
National Insurance number	
Nationality & Passport number (if resident outside UK and/or non-EU national)	
Legal Right to Work: We will require original acceptable documents for checking and copying prior to an appointment being made	Please indicate if you have a legal right to work in the UK:
If you are already a member of the Disclosure Scotland Protection of Vulnerable Groups (PVG) Scheme please provide your 16 digit PVG Scheme ID number	

Details of all academic/vocational qualifications and educational establishments attended including school.

<b>Establishment and Dates (month and year) Attended</b>	<b>Subject, Qualification and Awarding Body</b>	<b>Grade/Class (if appropriate)</b>

**Career History**

Please supply a full history, in chronological order with start and end dates, of all employment, self-employment and any periods of unemployment since leaving secondary education. Please provide explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving previous employment. Please include details of all relevant training courses attended.

<b>Dates</b>	<b>Employer/Self Employed</b>	<b>Salary</b>

Please list any co-curricular activities that you might be interested in offering (optional).

<b>Activity</b>	<b>Interest, experience and (where appropriate) qualification in this activity</b>

**Basis of Interest in the Post:**

Please use the space below to describe your reasons/motivation for this application. (A separate sheet may be used if more space is required.)

**Existing Contacts / Previous Applications**

Please indicate: if you know any existing employees or governors at the Academy and, if so, how you know them; and if you have applied previously for posts at Dollar Academy (please provide full details).

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**Referees:**

**Our preferred procedure is to take up references, for those who are shortlisted for interview, prior to the interview date – please confirm below if this is acceptable.**

Please give name, address, contact telephone number and e-mail address of two referees **who are not writing solely in the capacity of friends.**

<u>Referee 1</u>	Contact prior to interview or job offer: YES / NO
<u>Referee 2</u>	Contact prior to interview or job offer: YES / NO

**General:**

How did you hear about this vacancy?

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**Health:**

Systems are in place to help staff with medical issues and the Academy utilises an occupational health advisor when applicable. A confidential employee counselling service is also available.

**Equal Opportunities:**

It is the policy of Dollar Academy to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including, but not limited to, race, colour, religious or similar belief, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability, and gender identity. Dollar Academy promotes equal employment opportunities in all aspects of employment through positive employment policies and practices. The Academy will make reasonable adjustments to accommodate disabilities of both successful applicants and prospective applicants.

Please give details of any special requirements that should be provided if you are invited to interview:

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## DECLARATION

### Child Protection & Criminal Record Disclosure Scotland Protection of Vulnerable Groups (PVG) Scheme

This post is exempt from the Rehabilitation of Offenders Act 1974. You are, therefore, required to disclose all unspent convictions, cautions and bind-overs, and any relevant spent convictions. Anything which is likely to appear on the PVG certificate should be declared now.

I have no unspent convictions, cautions, warnings, reprimands, fiscal fines or bind-overs, and no relevant spent convictions, under the Rehabilitation of Offenders Act 1974.

### OR

I enclose details of all unspent convictions, cautions, warnings, reprimands, fiscal fines and bind-overs, and any relevant spent convictions, in the enclosed sealed envelope marked 'Strictly Private and Confidential – for the attention of the Bursar'.

### AND

1. I have not been disqualified from working with children, am not named on DCSF List 99 or the Protection of Children Act List, or subject to any sanction by a regulatory body that debars me from having unsupervised and sole access to children and young adults.
2. I understand that providing false information is an offence and could result in this application being rejected, summary dismissal if selected for the post, and possible referral to the police.
3. If offered employment, I consent to an application to Disclosure Scotland being processed by Dollar Academy.
4. I understand that any qualifications required will be checked once an offer has been made and I shall be required to show, and have copied, original certificates.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

- *Employment at Dollar Academy is subject to receipt of a satisfactory Disclosure Scotland PVG Scheme Record or Scheme Record Update*
- The Governors of Dollar Academy Trust is a charity registered in Scotland, No. SC009888