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**Application Form – Middle Leader Application Form**

**Principal Teacher of Guidance**

Position for which

you are applying:

Name:

Address:

Postcode:

Mobile No:

Email address:

GTCS/SSSC Number:

Current Job Title:

Current Employer:

Notice Period:

Current Salary:

Are you eligible to work in the UK? Yes No

Is your right to work time limited? Yes No

The Safeguarding of our learners is our top priority. Hamilton College is committed to the Wellbeing all the children and young people in our care. We uphold the highest standards of Safeguarding and Child Protection protocols, to ensure the safety and wellbeing of our community. The successful applicant will be subject to enrolment on the Protection of Vulnerable Groups scheme and criminal record checks.

Are you an existing PVG Scheme member?

If Yes, please enter your number.

Hamilton College welcomes applications from applicants who assess themselves as having a disability who meet the minimum criteria for the job. To help you, a disability is defined as a physical (e.g. mobility difficulties, hearing or sight impairments) or mental impairment (e.g. learning disabilities), which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability?

**Qualifications**

Please enter your qualifications in descending order starting with the most relevant qualification.

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| --- | --- | --- |
| Qualification | Awarded by | Subject & Result |
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**Work History**

Please note when entering Work History this must include current and all previous employment. The entries for the last 3 years must include any time spent at School, College, University, Career Breaks, Periods of Unemployment, Volunteering, or Travelling/Time Spent Abroad and these dates must run consecutively with no gaps in the period prior to the date of your submitted application.

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| --- | --- | --- | --- |
| Place of Previous Employment & Role | Date(s) | Summary of Job Description | Impact, experience and you had in the position |
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**Professional Learning**

Please enter your professional learning from the past 3 years.

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| --- | --- | --- | --- |
| Professional Learning | Date(s) of Professional Learning | Summary of learning | Impact |
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**Please answer the following questions.**

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

Please describe the major personal and professional development leadership activities which you have undertaken and indicate how you/or your school have benefitted.

Provide examples of how you have led a positive culture within an educational setting.

Please give two examples of how you engage and motivate learners in your department.

Describe a situation in a previous role where you had to follow strict rules and procedures.

Please give one or two examples of how you have managed resources effectively within your department.

Please give one or two examples of what you could bring to Hamilton College in terms of co-curricular activities.

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

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

**References**

Please provide contact information for two referees to support your application, ensuring one is your current employer.

Name of

referee

Address &

Contact

Information

Name of

referee

Address &

Contact

Information

Can we contact this referee prior to interview? Yes No

**REHABILITATION OF OFFENDERS ACT 1974 (EXCLUSIONS AND EXCEPTIONS) (SCOTLAND) ORDER 2013**

The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (as amended) applies to many posts within Hamilton College.

Successful candidates for specific posts identified under the above legislation within the council which have been identified as being included under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended) will require to submit a Disclosure Application (Police Check), the results of which might impact on your suitability to work in a particular job.

**DECLARATION (Read Carefully)**

* I declare that I have not been found guilty and sentenced by a court for a criminal offence, either in the UK or abroad.
* I give my consent to Hamilton College to carry out a Protection of Vulnerable Groups Scheme check and to request references to verify the information I have provided in this form.
* I agree to inform Hamilton College if I am convicted of a criminal offence before or after I take up any post within the organisation. I understand that failure to do so could lead to disciplinary action and termination of employment.
* I declare that I have not withheld any information.

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 and that canvassing Directors of the organisation, directly or indirectly, in connection with this job will disqualify me.

Signature

Date

**Top of Form**