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| The front and second page of this form will be removed prior to short listing. **All sections of this form must be completed in full.** If you do not have adequate space to include all the relevant information you should attach separate sheets. | | | | | | | |
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| **POST APPLIED FOR:** |  | | | | | |  |
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| **Location applying for:**  ***(Tick all that apply):*** | **UK ☐** | | | | **MALAYSIA ☐** | |  |
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| **GTCS Registration number *(Applicable only for Scotland Teaching Posts only):*** |  | | | | | |  |
| *Applicants whose qualifications have been obtained outside Scotland will be required to register with the General Teaching Council for Scotland.* | | | | | | |  |
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| Are you a member of the PVG Scheme? | | | **YES ☐**  **PVG ID:** | | | **NO ☐** |  |
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| *Overseas police checks or certificates of good conduct will be required for successful applicants that have resided or worked overseas.* | | | | | | | |

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| **PERSONAL DETAILS** |  | | | | | | | | | |  |
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| **Surname:** |  | | | | | | | | | |  |
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| **Forenames:** |  | | | | | | | | | |  |
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| **Address:** |  | | | | | | | | | |  |
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| **Telephone:** |  | | |  | | **Work:** | |  | | |  |
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| **Mobile:** |  |  | **Email:** | |  | | | | |  | |
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| **Nationality** |  | | | | | | | | |  | |
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| **Passport number** |  | | | | | | | | |  | |
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| **DISABILITY** | | | | |
| Do you consider yourself to have a disability? | **YES\* ☐** | | **NO ☐** |  |
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| **\***Please describe below any reasonable adjustments which you feel should be made to the recruitment process to assist your application for the job/attend for interview: | | | | |

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| **DECLARATION – Please Read Carefully Before Signing**  Fairview International School is committed to safeguarding and promoting the welfare of children and any appointment will be conditional on successful pre-employment and PVG checks.  Fairview International School is an Equal Opportunity Employer and does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant’s consideration for employment on a basis prohibited by law.  *Fairview International School trades as Fairview Beaconhurst Limited.*  I confirm that I have not been disqualified from working with children and I am not subject to any sanctions imposed by a regulatory body, such as the General Teaching Council Scotland or the Scottish Social Services Council.  I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise Fairview International School or any person acting on their behalf to make any checks that may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.  The information in this application form is accurate to the best of my knowledge. | | | |
| **Signature:** |  | **Date:** |  |
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| **SCHOOL QUALIFICATIONS** | | | | | | | | | | | | |
| Subject | | | Qualification | | | Grade | | | | Date | | |
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| **FURTHER/HIGHER EDUCATION** | | | | | | | | | | | |
| University/College | | | Qualification | | |  | | | | | |
| Grade | | | Date | | |
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| **OTHER RELEVANT TRAINING** | | | | | | | | |
| Training Provider | | | Course | | | Expiry Date (if applicable) | | |
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| **MEMBERSHIP OF PROFESSIONAL ORGANISATIONS** | | | | | | | | | |
| Name of Professional Organisation | | | Type of Membership | | | | Expiry Date (if applicable) | | |
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| **LANGUAGES** |
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| *Please list the languages you are proficient in and the level of proficiency within the categories of speaking, reading and writing (beginner, intermediate, advanced).* |
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| **EMPLOYMENT HISTORY (present or most recent employment)** | | | | | | | | | | | | |
| Name and Address | | | | | Position Held | | | Dates | | | | |
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| Reason for Leaving | | | | | | | |
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| Notice Period | | | Salary | | | | |
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| Summary of your duties and responsibilities | | | | | | | | | | | | |
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| **PREVIOUS EMPLOYMENT (MOST RECENT FIRST)** | | | | | | | | | |
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| Employer | | | Job title, responsibilities and reason for leaving | Dates | | | | | |
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| **WHAT HAS MOTIVATED YOU TO APPLY FOR THIS ROLE?** | | | | | | | | | |
| **BACKGROUND INFORMATION IN SUPPORT OF APPLICATION.** | | | | | | | | | |
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| *You should explain your reasons for applying for this post with* Fairview International School *and outline the key professional and personal attributes, skills and experience you have which are relevant to this post (this may include aspects of your non-paid work experience or voluntary activities).* | | | | | | | | | |
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| **REFERENCES** | | | | |
| Please provide the names and addresses of two people who may be contacted for a reference, one of whom should be relevant to your current or most recent employment.  *Please note, to ensure validity, referees should be contactable via their email address at their place of work opposed to personal email addresses.* | | | | |
|  | **1** |  | **2** |  |
| **Name:** |  |  |  |  |
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| **Position:** |  |  |  |  |
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| **Organisation:** |  |  |  |  |
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| **Post Code:** |  |  |  |  |
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| **Telephone:** |  |  |  |  |
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| **Email:** |  |  |  |  |
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| **Permission to contact:** |  |  |  |  |
| By completing the above, I authorise Fairview International School to take up references from the referees provided above and any other reference checks they may deem appropriate. | | | |  |
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| **ADDITIONAL INFORMATION** | | | | | | |
| How much notice are you required to give your current employer? | | | | | | |
| Do you hold a current full driving licence? | | **YES** | **☐** | **NO ☐** | |  |
|  | | |  |  |  |  |
| Where did you see this position advertised? |  | | | | |  |
|  | | |  |  |  |  |
| Are you currently eligible for employment in the UK? | | **YES** | **☐ \*** | **NO ☐** | |  |
|  | | | | | | |
| \* Are there conditions attached (i.e. time limits)? *Please provide details.* |  | | | | |  |
|  | | | | | | |
| If you are offered work with Fairview International School you will be required to provide documentary evidence (e.g. birth certificate, passport, residence document issued by the Home Office or Border and Immigration Agency) of your entitlement to work in the United Kingdom before employment can commence. Fairview International School may contact the Border and Immigration Agency to verify entitlement to work should an offer of employment be made. | | | | | | |
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| **SELF-DECLARATION FORM**  All staff working at **Fairview International School** have direct access to young people therefore all posts within the school are considered exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must disclose all previous and pending convictions, even if they are considered ‘spent’, or be liable to prosecution. This includes driving offences.  With the exception of offences against children, a previous conviction will not automatically preclude an applicant from working at the school. We will make all decisions based on careful consideration of all the information available to us.  Applicants who have a conviction for a criminal offence must declare it in a letter addressed to the Headteacher, marked as “Private and Confidential” and enclosed with this application. This will only be seen by the Headteacher and the Human Resources Manager and then destroyed.  The Headteacher and Human Resources Manager will consider the following:   * whether the conviction is relevant to the post * the length of time since the offence occurred * whether the applicant has a pattern of convictions * whether the applicant’s circumstances have changed since the offence was committed.   An applicant is unlikely to be considered suitable for employment if they have been found guilty of a serious offence involving violence or dishonesty, any sexual offence, any offence involving Class A drugs or the supply of any other illegal drug.  Please make the following declaration and complete the appropriate box.  I have read the statement about Criminal Convictions and I hereby declare that: | | | | | |
|  |  |  | **I have nothing to declare** | | |
|  |  |  |  | | |
|  |  |  | **I have information to declare and I have attached a letter containing details** | | |
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| **Signature:** | |  | | **Date:** |  |
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| **DATA PROTECTION ACT 1988**  The information on this form will be used for the purposes of selection for employment. Access to the data will be restricted to Board of Directors and the interview panel. If you are not appointed the form will be retained for 6 months after the date of interview. If you are appointed, the form will be retained in your personal file. |