

Application for Employment

When filling out this form, feel free to add additional rows as needed to ensure comprehensive and accurate information. It's important to note that the size of a cell doesn't necessarily limit the amount of information you can provide; you can input as much data as necessary to fully address each section.

Application	
Post applied for:	
Preferred subject/department	
Other subject/department	
Location applying for: (tick all that apply)	UK <input type="checkbox"/> Malaysia <input type="checkbox"/>
If applying for Schools in the UK:	
Are you currently eligible for employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any conditions attached, ie time limits? Please provide details where relevant.	
Where did you see this position advertised?	
Do you hold a full driving license? If so, of what nationality?	

Personal Details	
Title (Mr/Mrs/Miss/Ms etc)	
Full Name	
Address	
	Postcode
Home Telephone Number	
Mobile Telephone Number	
Email Address	
Nationality	
Passport Number	
PVG Scheme Number (if available)	
GTCS Registration Number(if available)	

Applicants whose qualifications have been obtained outside Scotland will be required to register with the General Teaching Council for Scotland (GTCS).

Overseas police checks or certificates of good conduct will be required for successful applicants that have resided or worked overseas.

Disability	
Do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please describe any reasonable adjustments that you feel should be made to the recruitment process with your application for the job or attendance at the interview.	

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 Beaconhurst Limited trades as Fairview International School.

I confirm that I have not been disqualified from working with children, I am not named on List 99 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:

School/Higher Education Qualifications

School/University	Subject	Qualification	Year

Other Relevant Training

Training Provider	Course	Expiry Date (if applicable)

Membership of Professional Organisations

Name of Professional Organisation	Type of Membership	Expiry Date (if applicable)

Languages

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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What has motivated you to apply for this role?

Background information in support of your application

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.

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 most recent education.

Please note, to ensure validity, referees should be contactable via their email address at their place of work opposed to personal email addresses. Additionally, we will not contact your referees prior to the interview.

References	1	2
Name		
Position		
Organisation		
Address		
Post Code		
Telephone		
Email		

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 Headmaster, marked as “Private and Confidential” and enclosed with this application. This will only be seen by the Headmaster and the Human Resources Manager and then destroyed.

The Headmaster 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

Signature:	Date:

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 our 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.