



APPLICATION FORM

IN CONFIDENCE

Please complete the form fully and concisely

(Please refer to Information for Applicants before completing this form)

VACANCY DETAILS - Please use capitals/typescript

Post Ref No:	Post Title:
School:	Where did you see the vacancy advertised?

PERSONAL DETAILS

Surname:	Forenames:	Preferred Title:
Address:	Surname(s) Previously Used:	
Post Code:	Superannuation N°:	
Telephone N°:	GTC Registration N°:	
	National Insurance N°:	
Medical History – Give brief details of any medical conditions that could affect your performance of this job.		
Number of days off in last two years due to sickness:		

GUARANTEED JOB INTERVIEW SCHEME FOR APPLICANTS WITH DISABILITIES

(See information for Applicants for further information)

If you have a disability and meet the essential criteria specified on the Person Specification we will guarantee you an interview where you will be considered for the position solely on merit.

Do you have a disability? YES NO

If invited for an interview, would you require any special facilities as a result of any disability?

YES NO If Yes, please specify:

The Moray Council is an Equal Opportunities Employer



REGISTRATION

Are you registered with The General Teaching Council for Scotland for the current year YES NO

(Offer of appointment is subject to proof of current registration with GTC)

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If yes, what registration has been granted? CONDITIONAL PROVISIONAL FULL

(If conditional, please give details)

.....

Modern Languages teachers should indicate those languages for which they have completed the residential qualification:

.....

.....

.....

PARTICULARS OF TEACHER TRAINING

College of Education/University (with dates of course):

.....

Qualifications and date attained (state whether Primary or Secondary – if Secondary, state subject(s):

.....

.....

.....

Additional Qualification(s)/Award(s):

.....

.....

.....

FURTHER/HIGHER EDUCATION

Name of University, College, Central Institution etc:

.....

Degree (if honours, state class and subject) and date attained:

.....

Other qualifications and date attained:

.....

EMPLOYMENT OTHER THAN TEACHING

If you are currently employed in an occupation other than teaching, please name your current employer as one of your two selected referees.

CURRENT EMPLOYMENT OTHER THAN TEACHING

Employer's Name and Address:	Date Started:	Date Left:	Salary on Leaving:
	Employer's Business:		
	Position Held:	Reason for Leaving:	Period of Notice Required:

Principal duties of post:

PREVIOUS RELEVANT EMPLOYMENT OTHER THAN TEACHING

Relevant non-teaching experience includes periods of employment and periods of voluntary or other non-paid activities which are relevant to the subject of the post you are applying for.

Employer's Name and Address:	Position Held:	Reason for being relevant to post applying for:	Dates (inclusive)						
			From - To						
			D	D	M	M	Y	Y	

CURRENT TEACHING EMPLOYMENT

If you are currently employed in school(s) within Moray, please inform your Head Teacher(s) of your intended application (if already a Head Teacher, the Director of Educational Services).

Current post held:

Name and address of school:

Category and roll of school:

REFERENCES

Please name two referees - 1. Current employer 2. Character reference

MORAY COUNCIL EMPLOYEES:

- Teaching Staff - current Head Teacher and character reference
- Head Teachers - Director of Educational Services and character reference

APPLICANTS FROM OUTWITH MORAY

- Current, or most recent, employer and character reference

NEWLY QUALIFIED STUDENTS

- Course tutor and character reference

REFEREES:

1. Name:
Position:
Address:
.....
..... Postcode:

2. Name:
Position:
Address:
.....
..... Postcode:

It is assumed that referees may be approached to provide a report without further consultation, unless you clearly state otherwise by putting a cross in the box

DECLARATION OF CRIMINAL CONVICTIONS

This post is excluded from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Under the provisions of the Exception Order 1975 you are required to declare, upon request, "spent" convictions which you would not normally be required to declare if applying for other types of employment.

If you have been convicted in a court of law of any criminal offences (other than minor motoring offences e.g. speeding, parking violations) please give details of the offence(s) of which convicted (including spent convictions) and enclose in a sealed envelope stapled to this application.

NOTES

1. Declaration of any convictions will not in itself debar you from being considered for the post.
2. Non-declaration of convictions which subsequently become known to the Council may lead to the initiation of procedures to dismiss you from the service of the Authority.

DECLARATION

(a) I am/am not* related to a member of the Council or to a member of the School Board of the school applied for or to a holder of a senior office under the Council.

If you are, give name and state nature of relationship:

.....

b) I am/am not* a member of the School Board of the school applied for.

****Please delete whichever is inappropriate***

(c) I have not canvassed and will not canvass, either directly or indirectly, in connection with the above post and I am aware that canvassing will lead to a disqualification.

(d) In accordance with the requirements of the Data Protection Act 1998, you are advised that the information provided in this form will be used for recruitment, selection and equal opportunities purposes and may subsequently be used for payroll and personnel purposes on the Council's computerised system.

I declare that all the foregoing statements are true and complete to the best of my knowledge and belief. I agree to the use of personal data for the purposes stipulated above.

Signature:

Date:



EQUAL OPPORTUNITIES MONITORING



The Moray Council is committed to ensuring that all job applications are considered on merit. All employees and applicants for employment will be given equal opportunity in recruitment, access to training, development and promotion irrespective of age, race, colour, sex, marital status, political or religious beliefs or disability. In order to achieve this commitment, the monitoring of applicants is essential. The information is vital for the production of statistical data and compliance with legislative responsibilities in areas such as equal opportunities monitoring. The information you give will be treated in strictest confidence and will not be taken into consideration in the selection process. Please complete and return this form in a sealed envelope to: **Personnel Services, Equal Opportunities Monitoring** (the envelope may be returned along with your application). This form will be shredded once the information has been entered into our Equal Opportunities Database.

Name:
Post applied for:
Department: **Job Ref No:**

<u>ETHNIC GROUP:</u> choose a section from A to E, then tick the appropriate box to indicate your cultural background.		Please answer by ticking the appropriate box.	
		<u>Date of Birth</u> / /	
A. <u>White</u> Scottish <input type="checkbox"/> English <input type="checkbox"/> Welsh <input type="checkbox"/> Other <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background		<u>Gender</u> Male <input type="checkbox"/> Female <input type="checkbox"/> <u>Transgender</u> Is your gender identity the same as the gender you were assigned at birth? Yes <input type="checkbox"/> No <input type="checkbox"/>	
B. <u>Mixed</u> Any mixed background		<u>Marital Status</u> Married <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Co-habiting <input type="checkbox"/>	
C. <u>Asian, Asian Scottish, Asian English, Asian Welsh or other Asian British</u> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background		<u>Religion</u> None <input type="checkbox"/> Christian <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> Jewish <input type="checkbox"/> Any other	
D. <u>Black, Black Scottish, Black English, Black Welsh or other Black British</u> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background		<u>Disability</u> Disabled <input type="checkbox"/> Not Disabled <input type="checkbox"/>	
E. <u>Other ethnic background</u> Any other background		<u>Sexual Orientation</u> Bisexual <input type="checkbox"/> Gay man <input type="checkbox"/> Gay woman/lesbian <input type="checkbox"/> Heterosexual/Straight <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Other <input type="checkbox"/>	
F. <u>Other ethnic background</u> Any other background		<u>Refugees and Asylum Seekers</u> Refugee <input type="checkbox"/> Asylum Seeker <input type="checkbox"/>	

The Moray Council regard your privacy as important and comply with the Data Protection Act, 1998. We will only use any personal information you send us for the purposes for which you provide it. We will only hold your information for as long as necessary for these purposes and will not pass it to any other parties unless this is made clear to you and is required by law. All employees who have access to your personal data or are associated with the handling of that data are obliged to respect the confidentiality of your personal data.