

**Hutchesons’ Grammar School**

**Application for the Post of Director of PE and Sport**

**Personal Details**

|  |  |
| --- | --- |
| Surname |  |
| Forename(s) |  |
| Title |  |
| Address |  |
| Telephone No (Home) |  |
| Telephone No (Mobile) |  |
| Email Address |  |
|  |
| Present Post |  |
| Present Employer |  |
| Present Salary |  |
| Period of Notice |  |

**Education Details**

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| --- | --- |
| Qualifications gained at School |  |
| Universities attended with dates |  |
| Degrees and Distinctions |  |
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| Dates and Details of Professional Training |  |
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| Other qualifications/relevant experience(including in-service training and committee work) |  |
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**Employment Details**

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| --- | --- | --- | --- |
| Details of teaching posts held | School | Post | Dates |
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| Details of posts held other than in teaching | Employer | Post  | Dates |
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**Other Interests, Activities and Attainments (music, drama, athletics etc.)**

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**What attracts you to the post?**

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**Protecting Vulnerable Groups Scheme (PVG)**

The appointment will be made subject to the candidate satisfying checking procedures through Disclosure Scotland’s Protection of Vulnerable Groups Scheme (PVG).  The Rehabilitation of Offenders Act 1974 does not apply to this post by virtue of the rehabilitation of offenders act 1974 (exclusions and exceptions) (Scotland) order 2003.  You must declare all convictions.

In the light of my possible employment by Hutchesons’ Grammar School I confirm that I am prepared to obtain membership of the PVG Scheme. I confirm that I have never been convicted of any criminal offence, nor is any such prosecution pending.  I have no objection to Hutchesons’ Grammar School carrying out a check with the PVG Scheme to verify that fact.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Teaching Council of Scotland (GTCS)**

To comply with regulations under The Education (Scotland) Act 2016, all teachers who commence employment at any Scottish Independent School on or after 1 October 2017 must be registered, or eligible to register, with the General Teaching Council of Scotland (GTCS); either Provisional, Provisional (Conditional) or Full Registration.

**Referees**

Please provide the details of two referees to whom reference can be made. All referees should be able to attest to your professional experience.

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| --- | --- | --- | --- |
| Name |  | Name |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Email |  | Email |  |
| Telephone |  | Telephone |  |
| Relationship |  | Relationship |  |

**Declaration**

I agree that personal data relating to me which has been or is obtained by HGS, including personal data given by me on this form, may be held and processed either on a computer or in manual records and may be disclosed to authorised employees of HGS or agencies acting on behalf of HGS and used for any purpose relating to my application and prospective recruitment and employment within HGS. I understand that information from the recruitment process will be held for six months after which all records, except for those of the successful candidate, will be destroyed.

Information received by HGS is processed fairly and lawfully and is used in support of our operations. The information will be controlled by HGS and protected in accordance with the School's Privacy Policy (<https://www.hutchesons.org/Privacy-Policy> ).

Any other information you wish to submit in support of your application should be made in the form of a letter.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_