

**Hutchesons’ Grammar School**

**Application for the Post of Head of Premises and Projects**

**Personal Details**

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

**Education Details**

|  |  |
| --- | --- |
| Qualifications Gained at School |  |
| Universities/Colleges Attended with Dates |  |
| Degrees and Distinctions |  |
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| Dates and Details of Professional Training/Development |  |
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| Other Qualifications/Relevant Experience |  |
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**Employment History**

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| --- | --- | --- | --- | --- | --- |
|  | **Employer** | **Job Title**  | **From** | **To** | **Reason for Leaving** |
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**Other Interests, Activities and Attainments (music, drama, athletics etc)**

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**What attracts you to this role?**

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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Referees**

Please give details of two referees who can provide information that will confirm your suitability for this post. One referee should be your current or most recent employer; the other should be someone who has known you in a professional capacity.

**1st Referee**  **2nd Referee**

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| --- | --- | --- | --- |
| Title (Dr/Mr/Mrs/Miss/Ms) |  | Title(Dr/Mr/Mrs/Miss/Ms)  |  |
| Full Name |  | Full Name |  |
| Name of Organisation |  | Name of Organisation |  |
| Address of Organisation |  | Address of Organisation |  |
| Position within Organisation |  | Position within Organisation |  |
| Professional Relationship to You |  | Professional Relationship to You  |  |
| Email |  | Email |  |
| Telephone |  | Telephone |  |

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate below how you heard about this vacancy (please tick the relevant box)

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| --- | --- |
| Hutchesons’ Grammar School Website |  |
| My Job Scotland |  |
| Scottish Council for Independent Schools (SCIS) |  |
| The Independent Schools’ Bursars Association (ISBA) |  |
| Indeed |  |
| Facebook |  |
| Other |  |