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**Application Form – Nursery Staff Application Form**

**Personal Details**

Name:

Address:

Postcode:

Mobile No:

Email address:

SSSC Number:

Current Job Title:

Current Employer:

Notice Period:

**Other Information**

Are you an existing PVG Scheme member?

Hamilton College welcomes applications from applicants who assess themselves as having a disability who meet the minimum criteria for the job. To help you, a disability is defined as a physical (e.g. mobility difficulties, hearing or sight impairments) or mental impairment (e.g. learning disabilities), which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability?

**Qualifications**

Please enter your qualifications in descending order starting with the most relevant qualification.

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| --- | --- | --- |
| Qualification | Awarded by | Subject & Result |
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**Work History 1**

Please note when entering Work History this must include current and all previous employment. The entries for the last 3 years must include any time spent at School, College, University, Career Breaks, Periods of Unemployment, Volunteering, or Travelling/Time Spent Abroad and these dates must run consecutively with no gaps in the 3 year period prior to the date of your submitted application.

Employer:

Job Title:

Department:

Dates of employment:

Current job:

Please add a brief description of responsibilities, experience and knowledge gained.**Work History 2**

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Please note when entering Work History this must include current and all previous employment. The entries for the last 3 years must include any time spent at School, College, University, Career Breaks, Periods of Unemployment, Volunteering, or Travelling/Time Spent Abroad and these dates must run consecutively with no gaps in the 3 year period prior to the date of your submitted application.

Employer:

Job Title:

Department:

Dates of employment:

Current job:

Please add a brief description of responsibilities, experience and knowledge gained.

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**Work History 3**

Please note when entering Work History this must include current and all previous employment. The entries for the last 3 years must include any time spent at School, College, University, Career Breaks, Periods of Unemployment, Volunteering, or Travelling/Time Spent Abroad and these dates must run consecutively with no gaps in the 3 year period prior to the date of your submitted application.

Employer:

Job Title:

Department:

Dates of employment:

Current job:

Please add a brief description of responsibilities, experience and knowledge gained.

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**Professional Learning**

Please enter your professional learning from the past 3 years.

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| --- | --- | --- |
| Professional Learning | Summary of learning  | Impact  |
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**Please answer the following questions.**

Please summarise why you consider yourself suitable for this post and indicate the main contributions you feel you could make to the school.

What skills do you have that would benefit a large staff team working with children of varying ages?

Describe how you have interacted with and involve parents in the life of a nursery.

Please give one or two examples of how you have worked as an effective member of a team.

List any experience/skills in ICT/software packages that you have utilised in the past.

Please give any other information you consider relevant to your application.

**References**

Please submit contact for two referees (one of which should be your current employer).

Name of

referee

Address &

Contact

Information

Name of

referee

Address &

Contact

Information

**REHABILITATION OF OFFENDERS ACT 1974 (EXCLUSIONS AND EXCEPTIONS) (SCOTLAND) ORDER 2013**

The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (as amended) applies to many posts within Hamilton College.

Successful candidates for specific posts identified under the above legislation within the council which have been identified as being included under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended) will require to submit a Disclosure Application (Police Check), the results of which might impact on your suitability to work in a particular job.

**DECLARATION (Read Carefully)**

I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice.

Signature

Date

**Privacy Notice**

Hamilton College is committed to protecting your privacy. As part of any recruitment process, Hamilton College collects and processes personal data relating to job applicants. Hamilton College is committed to being transparent about how we collect and use that data and meet our data protection obligations. If you would like more information about how we use, store and process your information, and your rights in relation to this, please visit the website [Data Protection | Hamilton College](https://www.hamiltoncollege.co.uk/about-us/school-policies/data-protection).

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