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**Application Form (Support Staff)**

**First Line IT Support Specialist**

Post Applied For**:**

Name:

Address:

Postcode:

Mobile No:

Email address:

Current Job Title:

Current Employer:

Notice Period:

Salary:

Are you eligible to work in the UK? Yes No

Is your right to work time limited? Yes No

The Safeguarding of our learners is our top priority. Hamilton College is committed to the Wellbeing all the children and young people in our care. We uphold the highest standards of Safeguarding and Child Protection protocols, to ensure the safety and wellbeing of our community. The successful applicant will be subject to enrolment on the Protection of Vulnerable Groups scheme and criminal record checks.

Are you an existing PVG Scheme member?

If Yes, please enter your number.

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**

Please note when entering Work History this must include current and all previous employment. The entries must include any time spent at school, college, career breaks, periods of unemployment, volunteering, or travelling/time spent abroad and these dates must run consecutively, starting with most recent first. Add more rows as necessary.

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| --- | --- | --- | --- |
| Place of Previous Employment & Role | Date(s) | Summary of Job Description | Impact and contributions in the role  |
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**Professional Learning/Training and Development**

Please enter your professional learning from the past 3 years.

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| --- | --- | --- | --- |
| Professional Learning | Date(s) of Professional Learning | Summary of learning | Impact  |
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Please give an example of how you have worked as an effective member of a team.

State briefly what your interests are, particularly where these are relevant to the work for which you are applying.

**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 declare that I have not been found guilty and sentenced by a court for a criminal offence, either in the UK or abroad.
* I give my consent to Hamilton College to carry out a Protection of Vulnerable Groups Scheme check and to request references to verify the information I have provided in this form.
* I agree to inform Hamilton College if I am convicted of a criminal offence before or after I take up any post within the organisation. I understand that failure to do so could lead to disciplinary action and termination of employment.
* I declare that I have not withheld any information.

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. I understand that canvassing members of the Board of Governors, directly or indirectly, in connection with this job will disqualify me.

Signature

Date

**References**

Please provide contact details for two referees, one of which should be your current or most recent employer. Each referee should have some management or supervisory responsibility for your work or should be a professional who has direct knowledge of your skills and abilities. We cannot accept references from family members or friends.

Name &

designation

of referee

Address &

Contact

Information

Name &

designation

of referee

Address &

Contact

Information

Can we contact your referees prior to interview? Yes No

Thank you for completing this form.

**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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