****

**Application Form – Support Staff**

**IT-AV Support Specialist**

Position for which

you are applying:

Name:

Address:

Postcode:

Mobile No:

Email address:

Current Job Title:

Current Employer:

Notice Period:

 Current 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.

|  |  |  |
| --- | --- | --- |
| Qualification | Awarded by | Subject & Result |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Current Salary:

Salary Expectations:

**Work History**

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 period prior to the date of your submitted application.

|  |
| --- |
| Current Employment |
| Employer |  |
| Role |  |
| Date(s) |  |
| Summary of Job Description |  |
| Impact and experience you had in the position |  |

|  |
| --- |
| Previous Employment |
| Employer |  |
| Role |  |
| Date(s) |  |
| Summary of Job Description |  |
| Impact and experience you had in the position |  |

|  |
| --- |
| Previous Employment |
| Employer |  |
| Role |  |
| Date(s) |  |
| Summary of Job Description |  |
| Impact and experience you had in the position |  |

|  |
| --- |
| Previous Employment |
| Employer |  |
| Role |  |
| Date(s) |  |
| Summary of Job Description |  |
| Impact and experience you had in the position |  |

**Professional Learning**

Please enter any relevant courses or professional learning you have undertaken.

|  |  |  |  |
| --- | --- | --- | --- |
| Professional Learning | Date(s) | Summary of learning | Impact  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Please answer the following questions.**

Please summarise what attracted you to apply and why you think you would be a good fit for this role.

Please explain why are you looking to move on from your current position (if currently employed)

This is an on-site role. Do you have your own transport/are you able to commute to Hamilton daily?

This is an on-site role. Do you have your own transport/are you able to commute to Hamilton daily?

Hamilton College relies on it's employees working as a team and everyone doing their bit when needed. How do you feel about working some evenings/weekends/staying later when the occasion arises?

Hamilton College relies on it's employees working as a team and everyone doing their bit when needed. How do you feel about working some evenings/weekends/staying later when the occasion arises?

Please give two examples, one of when you have worked well in a team and one of when you have worked under a lot of pressure.

We want to get to know you, not just what you can do. Feel free to include further information about yourself and what makes you tick if you wish.

In order to safe-guard the children in its care, Hamilton College strictly implements a number of procedures and processes (eg. child-protection, data and privacy, health and safety). Briefly describe how you cope with following set processes and procedures in your current role or in other areas of your life.

Give one or more examples of how you have shown yourself to be an effective communicator.

Is there anything else you want to mention to support your application? We want to get to know you, not just what you can do. Feel free to include further information about yourself and what ‘makes you tick’.

**References**

Please provide contact information for two referees to support your application, ensuring one is your current employer.

Referee

name &

designation

Address &

Contact

Information

Referee

name &

designation

Address &

Contact

Information

Can we contact this referee prior to interview? Yes No

**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 and that canvassing Directors of the organisation, directly or indirectly, in connection with this job will disqualify me.

Signature

Date

**Top of Form**